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ABSTRACT

This kit, an updated version of a 1974 publication, resulted from a survey of Friends of the Library Organizations commissioned by Tulane University in 1974. All members of the Association of Research Libraries (ARL) were surveyed with a mailed questionnaire. The survey analysis is based on the 63 ARL members who responded, 33 of whom had Friends organizations. The data showed that: Friends organizations tended to be either well-established or recently founded; in most cases library staff was involved in the organization's founding in combination with alumni and faculty; organizations ranged in size from 73 to 2,500 members with a mean of 621; most had four or more membership categories with membership costs varying greatly between organizations; direct financial support from the library was unusual; frequently named activities included fund-raising programs, publications, building special collections, regular meetings, community awareness and support campaigns, lectures and social events; and frequently cited problems included lack of membership, financial concerns, policy or authority disputes, and work overload of library staff. The SPEC kit contains selected materials from survey respondents, including two reports from Friends organizations, eight examples of constitutions and by-laws, six samples of brochures, a committee report of a Friends' planning group, and an analysis of the survey data. (THC)

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Friends of the Library

Kit 6

UPDATED 1977

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FRIENDS OF THE LIBRARY ORGANIZATIONS

ISSN-0160 3574

In February, 1974, SPEC carried out a survey of Friends of the Library Organizations. Tulane University commissioned the study hoping to profit from the experience of other libraries in the development of its own Friends organization. As the survey progressed it became clear that the topic is of considerable interest to many other ARL members.

All ARL libraries were surveyed with a mailed questionnaire, as well as a sample of small university, public and special libraries selected by Tulane. The response rate was over 70% by March 25 when the data was analyzed and several libraries have responded since then.

The following discussion relates to the data from the 63 SPEC members who responded, 33 of whom have Friends organizations.

SURVEY ANALYSIS

Analysis of the data showed that Friends organizations tend to be either well-established or recently founded. Few were begun between 1954 and 1970. In most cases, the library staff was involved in founding the organization, usually in combination with alumni and faculty. There were, however, several cases, particularly in larger libraries, in which patrons organized without library staff involvement.

Friends organizations range in size from 73 to 2,500 with a mean of 621. Most have four or more categories of memberships, and 35% offer student memberships at reduced rates. Cost of membership varies a great deal within most organizations as well as between organizations. The average cost of the least expensive membership is $12.50, student memberships excluded. While faculty and alumni are important member groups, over 70% also enroll community professional people, book collectors and civic leaders.

Direct financial support from the library is unusual, but most organizations report a working relationship with the library administration which often includes clerical support. Over half the Friends groups have office space within the library

Basic objectives of the organizations center around fund raising, collection development and the development of community support for the library. The activity level and sophistication of Friends groups varies enormously. Most frequently named activites are: fund raising programs, publications, building of special collections, regular meetings, community awareness and support compaigns, lectures and social events.

(Over)

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Ninety-one percent of the libraries named fund raising as an accomplishment of their Friends group, while 76% named special collection development, and 45% named development of community support. Frequently cited problems are: lack of membership, financial concerns, policy or authority disputes, and work overload of library staff. Thirty per cent reported no problems.

With the exception of a few groups which find no need for formal organization, the standard president, vice-president, secretary-treasurer pattern prevails, often with the addition of an extra secretary or program chairperson. The governing board is usually composed of the officers and several board members, with the library director ex-officio.

The full report of this study is available as part of the SPEC kit described below.

DOCUMENTATION

The SPEC Kit on Friends of the Library Organizations (109 pp.) contains selected materials received from respondents to the Friends of the Library Organization survey. Included are two reports of Friends Organizations, eight examples of Constitutions and By-Laws, six samples of brochures, a Committee Report of the Friends' Planning Group, and survey data analyses. The Kit is available for $7.50 to ARL members and SPEC subscribers and for $15.00 to all others, prepayment required, from: SPEC, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington, DC 20036.
This kit which was revised in September 1977, contains new and updated material.

ISSN-0160 3574

FRIENDS OF THE LIBRARY ORGANIZATIONS

KIT # 6-APRIL 1974

UPDATED SEPTEMBER 1977

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SOUTHERN METHODIST UNIVERSITY

¶Coloniæ, Impensis honesti ciuis Arnoldi Birckman. Anno Domini M. D. XXXII. Mense Septembri.

Printer's mark from De insvlis nvper Ferdinandi Cortesii ad Carolum V. . . . (Cologne, 1532) from the copy in the DeGolyer Foundation Library now housed in Fikes Hall of Special Collections, Fondren Library West.

colophon

The Associates of Southern Methodist University Libraries

Annual Report
for
1976-1977

001

"The purposes of this organization shall be to provide opportunities through which Associates may become acquainted with each other and with the resources of the University library system, to share enthusiasm for learning, books, prints, and related materials; and to establish Southern Methodist University's libraries as centers of cultural activities enriching to the whole community."

—*Article II, Section 1 of the By-Laws.*

Report of the President

Colophon Broadsheet No. 3 was published this year by Mr. Decherd Turner as a brief interpretative of the Colophon Collection of Moderns which is made up of approximately 2,000 items representing those writers whose works are believed to be definitive in establishing the contours of the spirit-soul-mind of man for the period 1950-75. This Collection has been moved to the Fikes Hall of Special Collections in Fondren Library.

On January 17 Colophon members were guests of Bridwell Library for an address by Mr. Colin Franklin on "The Triple Crown: Kelmscott, Doves, and Ashendene." This event was followed by high tea and an exhibition of those volumes constituting *The Triple Crown of Modern Typography.*

Dr. Charles Tandy was Tour Director for Colophon members who viewed the exhibit "Baudelaire to Beckett—A Century of French Art and Literature" at the Humanities Center of the University of Texas at Austin on December 1 and 2. Members also visited the Eugene C. Barker Texas History Center, the Benson Latin American Collection, and other exhibits and libraries. Dr. Tandy will again serve as Tour Director when Colophon members travel to New Orleans to view the Tutankhamun Exhibition in October.

The Stanley Marcus Library of Fashion has been established in the Fine Arts Library at the Owen Arts Center. Mrs. Donald Lewis is Chairman of the Acquisitions Committee for this Library. The papers of the late Mr. Earle Cabell were delivered to Fondren Library as a gift to SMU and will be available for scholarly research. Mr. Cabell was Mayor of Dallas 1961-1964 and Congressman from the 5th District of Texas 1964-1972. Other collections given to SMU this year include the Claude Simpson collection focusing on folklore and ballads, and the Samuel W. Geiser collection which contains some 4500 items treating of biology and the history of science. Professor Emeritus Herbert Gambrell has given to Bridwell Library a section of his library which also includes many important and rare books.

Dorothy H. Henderson, President

Report of the Program Committee

The programs of Colophon for 1976-1977 offered a variety of subjects—from a personal to a medical library; from a lecture on Fine Arts to an author's own view of writing.

At a luncheon meeting on November 17, Mr. William N. Stokes, Jr, who has a personal library of more than 2,000 volumes, spoke on "Shakespeare's Golden Century—the Eighteenth." He also exhibited examples from his collection of first editions of the great eighteenth century editions of Shakespeare stretching from Rowe (1709) to Malone (1790).

Mr. Richard Condon, author of fifteen novels including *The Vertical Smile, The Manchurian Candidate, Arigato,* and *A Talent for Loving*, lectured at an evening meeting February 9 on "My Kind of Novel." He gave a background of himself and his history of story telling from his twenty-two years in the motion picture industry to his current hibernation at his home in County Kilkenny, Ireland. Wine and cheese were served at a reception following the program.

Professor Alessandra Comini of the SMU Department of Art History, gave a lecture on April 19, "From Facade to Psyche: Portraiture in Freud's Vienna." Following the talk guests adjourned to the SMU Fine Arts Library for Café mit Schlag and Sacher Torte.

At the final meeting of the year on June 5 Colophon members were guests of Dr. and Mrs. Charles Sprague for a cocktail party at the Faculty Club of the University of Texas Southwestern Medical School. Following dinner at the Club, two Colophon members, Drs. Robert S. Sparkman and Charles C. Tandy, joined forces with a third member, Mr. Donald Hendricks (Librarian at Southwestern Medical School), and his colleague, Mr. Jonathan Erlen, to tell "The Origin and Activities of the Friends of the Medical Library, with a review of acquisitions by the Friends since 1967."

The Hospitality Committee, composed of Mrs. Joseph Alpert, Mrs. Betsy Shapard, and Mrs. Donald Lewis, Chairman, have helped make each of the meetings festive and pleasant occasions.

Linda Robinson
R. Hal Williams
Margaret Sloman, Chairman

Report of the Membership Chairman

Total memberships now stand at 362, compared with 351 for last year. These memberships represent a total of 593 individual members, compared with 577 for 1975-1976.

Schon Meyer, Chairman

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Report of the Committee on Acquisitions

Colophon will continue its Collection of Moderns with a limited expenditure each year. The canon of authors collected will be reduced to the following fifteen names:

James Baldwin, John Barth, Donald Barthelme, Robert Creeley, James Dickey, Robert Kelly, Lewis MacAdams, Larry McMurtry, Bernard Malamud, Joyce Carol Oates, James Malcolm Purdy, Philip Roth, Terry Southern, William Styron, John Updike.

After consideration of numerous suggestions for a new collection, it became apparent that we needed to put into words what we are trying to accomplish with a collection. Thus, we have adopted criteria which follows.

The Colophon Collection:

1. should be a collection with specific boundaries

2. should have enduring value

3. should be desired by some segment of the SMU community so that it will be useful

4. should not duplicate existing areas of collecting at SMU

5. should serve inter-departmental needs

6. should appeal to members of Colophon and not just to research scholars

7. should not be readily available from routine SMU sources

8. should, through the years, have diversity in these acquisitions in order that this material will have wide appeal to the varied interests of the Colophon Membership and to represent the breadth of interests on the SMU campus. However, this does not preclude limiting the acquisitions to a single area of collection for any one year or years.

In line with these criteria, Colophon will form a Collection of Classical Art History which will be housed in the Owen Arts Center Library. This collection will continue until December, 1980.

John D. Harris
Joanne H. Pratt
Robert S. Sparkman, M.D.
Elizabeth P. Prothro, Chairman

Financial Report

The accounts of Colophon stood as follows on May 31, 1977:

Income

Annual dues	$ 9,388.00	
Memorial and honorary gifts	245.00	$ 9,633.00
Balance June 1, 1976		917.79
		$ 10,550.79

Other Income

Renovation of library space	$121,315.50	
Endowed book funds	5,100.00	
Designated book funds	7,075.00	133,490.50
		$144,041.29

Gifts Other Than Cash

Gifts of books and memorabilia	$ 21,486.50
Total income	$165,527.79

Disbursements

Printing	$ 757.10	
Postage	476.29	
Honoraria and expense of meetings	1,457.04	
	$ 2,690.43	
Deposit, New Orleans Museum of Art	300.00	
Payment on Colophon Collection	5,000.00	
Encumbered for designated items	133,490.50	
Transfer to capital account	21,486.50	162,967.43
Balance carried forward		$ 2,560.36

Eleanor P. Swank, Treasurer

Approved by Audit Committee:
Claude C. Albritton, Jr.
William B. Heroy, Jr.

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History of the FRIENDS

Organized in 1949 "to promote the University's library resources and services as well as to commemorate notable contributors to the University library" (UW NEWS, a News & Publication Service release, dated 4/12/65).

A statement in the UW LIBRARY NEWS of February 1958 reads, "The Friends ... were reactivated at a meeting held January 21 (the date of the Constitution). What happened between 1949 and 1958 is not known to me. But the word "reactivated" implies a certain inactivity. The article goes on to say that "the constitution was changed to permit expenditures other than for books, and the decision made to publish a newsletter at least once a year." The reference to a change in the Constitution would indicate that a Constitution previously existed, though I have found no record of it. The reference to the newsletter probably alludes to the current MESSENGER, published annually since 1959.

Suggestions for Future Developments

may be found in some documents of the earliest period of the UWFRIENDS Organization. A letter by former Library Director Gilbert Doane, dated December 1, 1951, states:

"The Friends of some college and university libraries have used their funds to purchase unusual material for the book coolections; books and manuscripts which could not be bought with regularly appropriated funds. Other Friends have used their influence to obtain gifts and bequests of either books or endowment funds."

And a letter from A.W. Peterson, Secretary to The Regents, addressed to Mr. Doane and dated December 18 1947 states:

> "At the regular meeting of the Regents of the University of Wisconsin held on December 13, 1947, the following action was taken:
>
> 'VOTED, That the University Library Committee be authorized to initiate the founding of an organization to be called, The Friends of the University Library to be composed of those interested in the welfare of the University Library, the purpose of the organization being
>
> (1) to stimulate interest in the Library, especially with a view to enriching its collections and holdings;
>
> (2) to procure gifts of both books and money; and
>
> (3) to build up an endowment fund from which special purchases may be made or which may be used for the publication of bibliographical studies, a journal devoted to the interests of the Library, or in such other ways as the Board of the organization may direct."

It took only a year from that Regents meeting to the actual founding of the UW Friends organization, but the goals pronounced then are still far from realized. It seems to me these original aims are still valid and excellent "guidelines" into the future, awaiting only techniques of implementation.

I append a paper setting forth "Some Suggestions Regarding the Establishment of the Friends of the University Library". It must have been written in 1947 or earlier, apparently by a member of the Library Committee. Its anonymity and datelessness are regrettable, but its contents are of more than historical interest and quite applicable today.

Felix Pollak
Curator of Rare Books

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Friends of the University Library

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PURPOSE

The purpose of the Friends of the University Library is to focus attention on the needs of the Library, to stimulate gifts of books and desirable collections, and to raise funds for the purchase of material not otherwise procurable.

It is not intended that the Friends should assume obligations which now rest upon the university and the state in maintaining and improving the Library. Rather it is hoped that, through the interest stimulated by this association, private donors may be induced to supplement the work of the state.

Through such an organization it is hoped that the needs of the university library may become known to a wider public than is at present acquainted with them.

Within a few years, it is hoped, the university will have its own library building, with proper facilities for the housing of rare and valuable books. This should further arouse an interest in the library and develop an inclination to provide it with books. The University Library Committee feels, however, that the Friends group should be set up at once, and that the centennial year of the university is a fitting, if somewhat belated, time to launch such an enterprise.

There are many such groups in the United States today, serving both public and private institutions. Harvard College was the first to organize such a group, in 1925. The Yale Library Associates began their activities in 1928. By 1938 there were at least fifty associations of this kind in the nation, and others have been established since then. Many public libraries, including those of Chicago, Providence, Seattle, Syracuse, Brooklyn, and Denver, have organized Friends groups, and some have been remarkably successful.

ORGANIZING THE FRIENDS

In the case of university libraries, it appears that one or two alumni have usually taken the initiative in organizing Friends groups. In nearly all cases they must have become interested in such a project through the efforts of university librarians. It seems advisable, however, that at the organization stage, the librarians should remain somewhat in the background, permitting interested laymen to take the lead. On the other hand, the librarians must work in close cooperation with the Friends, and it may be advantageous for the Director of Libraries to hold some such office as Secretary of the Friends.

The actual organization of the Friends group may well have two phases. First, as has been suggested, a dinner can be given in January, to which the President of the University, the Librarian and Associate Librarian, and the members of the Library Committee, who will themselves attend the luncheon, can invite guests likely to be interested in participating in this venture. At this luncheon a skeleton organization could be set up, with such acting officers as are deemed necessary. The problem of the association's aims, membership, dues, incorporation, publicity, and so on, could be discussed. It is important that the Library Committee should have some concrete proposals to make along these lines at this time.

The decisions reached at this meeting could constitute a modus operandi until such a time as it might be thought feasible to call a meeting of all members. This should be as soon as possible, but not before a membership of some size has been attained. That is, this meeting should be held after an initial "drive" for members

as been carried out. Perhaps the Homecoming weekend, in the fall, could be used to best advantage for this purpose. An annual meeting on this weekend might well be held. In any case, at this first general meeting, the attending members could determine what changes in organization or policy, if any, they desired to make; and an election of regular officers, for the coming year, could be held.

Such meetings should be held annually, for the purpose of electing officers and of bringing about an association of the Friends, as well as for giving them an opportunity to express their opinions as to the policies of the organization, make proposals, and so on. In connection with the meeting, special exhibits, tours, lectures, and the like, could be provided. If public interest warranted them, additional meetings could be held, and special meetings might in time be arranged to celebrate notable accessions or to welcome distinguished visitors.

MEMBERSHIP; DUES

Membership should be open to all interested in the university library, whether or not they are graduates of the university or residents of the state. Obviously, an attempt should be made to secure the interest of persons of means, influential public figures, and bibliophiles; but the widest possible membership is desirable.

As soon as some sort of skeleton organization has been set up, an attempt to secure members should be undertaken. Publicity may be given to the venture in the Alumni magazine, through Mr. Cutlip's office, via the Cardinal, and by way of the mails.

Annual dues should be assessed, but kept at a minimum. The funds for financing the organization should be derived primarily, if not entirely, from the library budget. The dues should go into a fund called the Friends of the University Library Fund, and this fund should be used for the purchase of items desired for the library. Such items might appropriately carry a bookplate noting that they had been provided through the generosity of the Friends. In this way those who are unable to make individual gifts to the library might yet feel that they were participating in building it up.

I have little in the way of figures regarding the dues of various Friends organizations. Yale assesses a minimum dues of $5.00 a year. Some institutions have membership fees of different classes, ranging from $5.00 to $1000.00. Others make a check in any amount a key to membership. Some have dues as low as $2.00 per year. Some have no dues at all.

My own opinion is that there should be dues, but that they should be kept low, possibly as low as a dollar a year. It does not appear advisable to have classes of members, at least to start with. I believe that low dues are imperative, in order that we may attract as many members as possible.

OFFICERS

A few officers should suffice. The organization must have a President, a Secretary, and a Treasurer. Perhaps the last two offices should be combined. In my opinion the President, at least at the outset, should be picked from outside the faculty and library staffs. On the other hand, the Secretary-Treasurer will probably be able to serve more effectively if, at least at the outset, he is connected with the library or is a Madison resident. The Librarian and Associate Librarian should serve ex officio on any committees set up to carry on the organization. I think that, at the start, it would be highly advantageous to have a subcommittee of the Library Committee, afforced by outsiders, serve as an executive or steering committee. I have in mind some such arrangement as a committee of six, comprised of the Librarian and Associate Librarian, two members of the Library Committee, and two nonfaculty Friends.

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BULLETINS OR NEWSLETTERS

Occasional bulletins or newsletters should be issued from the Librarian's office in order to acquaint Friends with the needs of the Library, recent acquisitions, appointments, policies, and matters of general interest. Some libraries issue printed magazines containing not only such information, but articles of interest to booklovers and alumni. We cannot hope to imitate these institutions to begin with, but inexpensive mimeographed sheets would serve our purposes well enough. It has been suggested that some space in the Alumni magazine could be allotted, in each issue, to library news.

Whatever device is hit upon, I believe that the Librarian's knowledge of the conditions in his library makes it mandatory that he should be responsible for the preparation and release of such published materials.

CONSTITUTION
OF
ARIZONA STATE UNIVERSITY LIBRARY ASSOCIATES

ARTICLE I

Name

The name of this organization shall be the Arizona State University Library Associates.

ARTICLE II

Purpose

The purposes of this organization shall be:

1. To stimulate a greater awareness of the library's importance to the future development of the University and the community.

2. To encourage gifts, endowments, collections, and memorials to the library.

3. To sponsor programs designed to add to the cultural life of the community through the University Library.

ARTICLE III

Membership

1. Admission to membership shall be by invitation following nomination by any member.

2. An annual membership fee shall be established by the Board of Directors. The fiscal year shall run from May to May.

ARTICLE IV

Meetings

The time and place of the annual business meeting and any other meetings of the Associates shall be determined by the Chairman and the Board of Directors.

ARTICLE V

Officers and Duties

The officers of this organization shall be a Chairman and an Executive Secretary.

The Chairman shall preside at all meetings and appoint all committees with the counsel of the Board of Directors.

The Executive Secretary shall be responsible for implementing the decisions of this organization, its Board and Committees, maintain the records of, carry on all correspondence, make financial reports to the Board, and perform such other duties as the Board of Directors shall determine.

ARTICLE VI

Board of Directors
Selection and Duties

There shall be a Board of Directors, of at least 15 members including the officers. In addition there may be three ex-officio members, one of whom shall be the University Librarian. Five new members of the Board shall be elected annually for terms of three years. The Board of Directors shall select officers and new Board members from a slate presented by a nominating committee after reviewing suggestions from the general membership.

The Board of Directors shall determine the policies, the program and the governing rules of the organization.

An executive committee, consisting of four Board members to be designated by the Chairman, shall assist the Chairman between meetings of the Board of Directors.

ARTICLE VII

Amendments

This constitution may be amended by two-thirds of the total membership of the Board of Directors.

THE FRIENDS OF THE LIBRARIES OF BOSTON UNIVERSITY

CONSTITUTION

Article I

The name of this organization shall be The Friends of the Libraries of Boston University.

Article II

The purpose of this organization shall be: To maintain an association of persons interested in developing the collections and facilities of the University Libraries, in expanding the cultural opportunities of the University through the Libraries, and in forming a service organization for the Libraries.

Article III

Membership: All persons interested in the purposes declared in Article II shall be eligible for membership.

Article IV - Officers

There shall be a President, a Vice President, a Secretary, a Treasurer, and and Assistant Treasurer. The officers shall be elected at the Annual Meeting to serve for a period of two years. It is not expected that any officer,excepting the Assistant Treasurer, shall serve more than two consecutive terms in the same office.

Article V - The Executive Board

The officers, with the Chairmen of the Committees, and with the Director of the University Libraries or his representative, shall constitute the Executive Board and shall be responsible for the direction of this organization.

Article VI - The Advisory Board

The Advisory Board shall consist of past presidents and other members elected by the Executive Board from the written nominations of members.

Article VII - Meetings

There shall be a minimum of two meetings a year in addition to the Annual Meeting which shall be held before the 30th of June.

Article VIII

The Constitution may be amended at any meeting by a three-fourths vote of the members present, providing a quorum is present, and providing notice of such proposed amendment shall have been sent to all members at least one (1) month before said meeting. Duly signed proxies shall be accepted as votes.

BY - LAWS

Article I - Officers and Their Duties

Section 1. President: The President shall preside at all meetings and shall request the Secretary to issue notices of special meetings called with the approval of the Executive Board. He shall generally oversee all organization activities, appoint Chairmen of Committees upon the recommendation of the Executive Board, and shall be a member ex officio of all Committees.

Section 2. Vice President: The Vice President shall act as an assistant to the President and shall perform the duties of the President in his absence or in his inability to act. It is expected the Vice President would normally succeed the President for the next term of office.

Section 3. Secretary: The Secretary shall record the proceedings of all meetings for the permanent record of this organization and shall read these proceedings for the approval of the membership at the next meeting. The Secretary shall similarly record the proceedings of all meetings of the Executive Board for the permanent record of this organization. The Secretary shall assist the President in regard to correspondence relative to this organization; shall issue notices of all meetings; and shall maintain membership lists. In the absence of the Secretary the President shall appoint a Secretary pro tem.

Section 4. Treasurer: The Treasurer shall issue annually notices of dues and collect and record all dues paid. The Treasurer shall sit as a member of the Finance Committee and shall be prepared at the regular meetings of this organization to give an account of the financial condition of the Friends of the Libraries.

Section 5. Assistant Treasurer: The Assistant Treasurer shall act as an assistant to the Treasurer and shall perform the duties of the Treasurer in his absence or in his inability to act.

Article II - Standing Committees

Section 1. Membership: The Membership Committee shall cooperate with the Executive Board in extending membership privileges to all interested persons and organizations. It shall recommend to the Executive Board the incentives and advantages of membership categories.

Section 2. Program: The Program Committee shall arrange the programs for all meetings.

Section 3. Project: The Project Committee shall have a minimum of one and a maximum of two fund raising projects a year. The Chairman shall serve for one year, and serve as advisor to the Committee the following year. The Chairman shall be a member of the Finance Committee and the Funds of the Project Committee shall be allocated by the Finance Committee.

Section 4. Service: The Service Committee shall administer such work projects within the operations of the Libraries as may be designated by the Director of the Libraries or his representative.

Section 5. Nominating: The Nominating Committee shall serve for one year and shall consist of three members of the Executive Board elected by the Board, plus two members-at-large appointed by the President. The nominations for offices shall be included in the notice of the Annual Meeting and shall be voted upon at the Annual Meeting.

Section 6. Finance: The Finance Committee shall be composed of the President, Treasurer, Project Chairman, and two members-at-large appointed by the President. It shall authorize the allocation of all funds of this organization. At least twenty-five (25) per cent of income from dues and projects shall be deposited annually to the Endowment Fund of the Friends of the Libraries.

Section 7. Publicity and Public Relations: The Publicity and Public Relations Committee shall further the efforts of the various Committees with such media as are desirable.

Section 8. Hospitality: The Hospitality Committee shall serve as hostesses for each meeting, arrange for refreshments and decorations as the President may desire, and generally oversee the social portion of each meeting, in cooperation with the Program Committee.

Article III

The Director of the University Libraries or his representative shall be a member ex officio of all Committees.

Article IV

These By-Laws may be amended at any regular meeting by a three-fourths vote of the members present.

Article V - Rules of Order

The Rules contained in Robert's Rules of Order shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or By-Laws of this organization.

Article VI - Dues

The classifications and amounts of the annual dues shall be recommended by the Membership Committee with the approval of the Executive Board. The fiscal year of this organization shall coincide with the fiscal year of the University.

BYLAWS

of

THE FRIENDS OF THE BANCROFT LIBRARY
A Nonprofit Educational Corporation

UNIVERSITY OF CALIFORNIA
BERKELEY

ARTICLE I

PURPOSES AND POWERS

Section 1: Purposes. The purpose of this corporation is to promote and further the usefulness, growth and interests of The Bancroft Library, University of California, Berkeley, California.

Section 2: Powers. For the fulfillment of the foregoing purpose the corporation shall have all of the powers conferred upon corporations of this type by the laws of the State of California, including the power to solicit contributions.

ARTICLE II

MEMBERS

Section 1. Qualifications. Any person, firm or corporation interested in the purposes of this corporation shall be eligible for membership. The members of the Council named in the Articles of Incorporation of this corporation shall be the initial members of the corporation. It is further contemplated that by action of the Council all present members of the unincorporated group knows as "The Friends of The Bancroft Library" shall become members of this corporation. The Council is authorized, in its discretion, to provide reasonable rules concerning the admission of additional members.

Section 2: Classes of Membership. There shall be six (6) classes of membership in this corporation, as follows:

(a) Honorary members, who shall pay no dues, and who shall be elected by the Council on the basis of outstanding accomplishment in the field of the corporation's purpose and interest;

(b) Patron members, paying dues of $250 per year;

(c) Sustaining members, paying dues of $100 per year;

(d) Supporting members, paying dues of $35 per year;

(e) Regular members, paying dues of $15 per year;

(f) Corporate members, paying dues of $1,000 per year.

All persons heretofore granted life membership in this corporation shall continue to enjoy such life membership, but no new life memberships shall hereafter be granted.

Section 3: Incidents of Membership. All members of this corporation shall have equal voting rights regardless of the class of membership. Memberships shall not be transferable and no member shall have any proprietary interest or right in the properties of the corporation.

Section 4: Termination of Membership. Membership in this corporation shall terminate upon the death or resignation of a member or upon his failure to pay dues within one year after being billed therefor.

Section 5: Dues of Members. Repealed.

Section 6: Annual Meeting. The annual meeting of the members of the corporation shall be held during the month of May or June at such hour and place within the County of Alameda, or the City and County of San Francisco, State of California, as the Chairman may designate. Notice of such meeting shall be mailed or otherwise transmitted to each member at his address appearing on the records of the corporation at least seven (7) days prior to the date fixed for the meeting.

Section 7: Other Meetings. Other meetings of the members may be held from time to time upon call by the Chairman or Vice-Chairman at such time and places as may be designated in the call. Notice of such meetings shall be mailed or otherwise transmitted to each member at least seven (7) days prior

to the time fixed for the meeting.

Section 8: Quorum. Effective July 1, 1959, thirty-five (35) members shall be necessary to constitute a quorum for the transaction of business at any meeting of the members.

ARTICLE THREE

COUNCIL

Section 1: Powers. Subject to the power and authority of the members, the powers of this corporation shall be exercised and its affairs shall be conducted under the authority of a Council.

Section 2: Number of Members. Effective February 1, 1968, the number of members of the Council is hereby changed from sixteen (16) as provided in the Bylaws of July 1, 1959, to twenty (20).

Section 3: Election and Term of Office. Effective July 1, 1959, the members of the Council of the unincorporated association known as The Friends of The Bancroft Library shall become the members of the Council of this corporation. The term of office of a member of the Council shall be four (4) years and the terms of office of the members of the Council shall be so arranged that the terms of office of five (5) members will expire at the end of each fiscal year. For this purpose, the terms of office of the members of the Council as of July 1, 1959, shall expire in accordance with the schedule for expiration of their terms heretofore established by said unincorporated association.

The five (5) members of the Council to be elected each year shall be elected at the annual meeting of the members of the corporation or at any special meeting held for that purpose and shall hold office until their successors are elected and qualified.

Section 4: Vacancies. Vacancies in the Council shall be deemed to exist in the event of the death, resignation or removal of a member of the Council. Such vacancy may be filled by the vote or written consent of a majority of the remaining members of the Council although less than a quorum. Any member of the Council elected to fill such vacancy shall hold office until the expiration of the term of the member whose vacancy he is elected to fill and until his successor is elected and duly qualified.

Section 5: Meetings. Meetings of the Council shall be held from time to time upon call by the Chairman or any other officer of the corporation at such time and place as the officer may designate. Notice of each meeting shall be mailed or otherwise transmitted to each member of the Council at least three (3) days before the time fixed for such meeting.

Section 6: Quorum. The presence of not less than four (4) of the members of the Council shall be necessary to constitute a quorum for the transaction of business at any meeting of the Council and any action taken by a majority of the members present at any meeting at which a quorum is present shall, except as otherwise required by law, constitute the action of the Council. From and after July 1, 1959, five (5) members of the Council shall be necessary to constitute a quorum.

Section 7: Compensation. Neither the members of the Council nor the officers of this corporation shall be entitled to any payment or compensation for their services. They shall, however, be entitled to reimbursement for out-of-pocket expenses necessarily incurred on behalf of the corporation.

Section 8: Waiver of Notice. Any meeting of the members of the Council for which the notice provided for in Section 5 hereof has not been given shall nevertheless be valid if a quorum be present and if either before or after the meeting the members not present execute their written consent to the holding of such meeting or their approval of the minutes thereof.

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ARTICLE FOUR

OFFICERS

Section 1: Corporate Officers. The officers of this corporation shall be the President, who shall be called the Chairman, the Vice-President, who shall be called the Vice-Chairman, the Secretary, and the Treasurer, and such other officers as the Council may establish. One person may hold two or more offices except the offices of Chairman and Vice-Chairman, or Chairman and Secretary.

Section 2: Election. The officers named above shall be chosen annually by the Council at the meeting immediately following the annual meeting of members, and each shall hold office until his successor shall be elected and qualified, subject, however, to the right of the Council to remove an officer at any time. Additional officers to fill offices created by the Council shall hold office at the pleasure of the Council.

Section 3: Chairman. The Chairman shall be the chief executive officer of the corporation and shall, subject to the control of the Council, have general supervision, direction and control of the affairs and officers of the corporation. The Chairman shall preside at all meetings of the Council and members and shall have the general powers and duties of management usually vested in the office of president of a corporation, and shall have such other powers and duties as may be prescribed by the Council.

Section 4: Vice-Chairman. The Vice-Chairman shall have such powers and perform such duties as from time to time may be prescribed by the Council. In the absence or disability of the Chairman, the Vice-Chairman shall have the powers and perform all the duties of the Chairman.

Section 5: Secretary. The Secretary shall keep a book of minutes of all meetings, and a membership book of the corporation, and shall be responsible for the giving of any required notices of meetings. The Secretary shall also keep the seal of the corporation in safe custody, and shall have such other powers and perform such other duties as are customary for the secretary of a corporation or as may be prescribed by the Council.

Section 6: Treasurer. The Treasurer shall keep and maintain adequate and correct accounts of the properties and transactions of the corporation. The books of account shall at all times be open to inspection by any member of the Council. The Treasurer shall be responsible for the deposit and safekeeping of all moneys and other valuables in the name and to the credit of the corporation and for the disbursement thereof, all subject to the control of the Council. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Council.

ARTICLE FIVE

COMMITTEES

Section 1: Executive Committee. The corporation shall have an Executive Committee to be established by the Council with not less than three (3) members including the Chairman and Vice-Chairman. The Executive Committee shall be selected annually by the Council at its meeting immediately following the annual meeting of members. The Executive Committee shall have all the powers of the Council between meetings of the Council except the power to adopt, amend or repeal the Bylaws, and the Executive Committee shall report at each meeting of the Council on all action it has taken since the preceding meeting.

Section 2: Other Committees. The Council shall have authority each year to provide for a nominating committee and shall have authority to establish such other committees and sub-committees as it may consider appropriate.

ARTICLE SIX

MISCELLANEOUS

Section 1: Offices. The Council is authorized to fix the location of the principal office of the corporation for the transaction of business, in Alameda County, California, and to change the location of said principal office from one location to another in said county. The Council is also authorized to establish such other offices of the corporation, either within or outside the County of Alameda, as it may consider appropriate.

Section 2: Fiscal Year. The fiscal year of the corporation shall be from July 1 to June 30.

Section 3: Amendment. These Bylaws may be amended or repealed at any time by the majority vote of the members present at any meeting of members at which a quorum is present or by the written consent of a majority of them. Subject to the foregoing authority of the members of this corporation, the Council shall have authority to amend or repeal these Bylaws except that the Council shall not be authorized, without the vote or written consent of members, to change the authorized number of members of the Council.

CERTIFICATE OF SECRETARY

The undersigned, Secretary of The Friends of The Bancroft Library, a nonprofit educational corporation, does hereby certify that the foregoing are the Bylaws of said corporation as duly adopted at the first meeting of the Members thereof, held _____, 1959.

IN WITNESS WHEREOF, I have hereunto subscribed my hand affixed the seal of said corporation this _____ day of _____, 1959.

(SEAL)

_____
Secretary

UNIVERSITY OF CALIFORNIA
SAN DIEGO

BY-LAWS OF THE FRIENDS OF THE U.C.S.D. LIBRARY
A Nonprofit Educational Corporation

ARTICLE I -- NAME The name of this Corporation shall be "FRIENDS OF THE U.C.S.D. LIBRARY" A Nonprofit Educational Corporation

ARTICLE II -- PURPOSE A. The purposes for which this Corporation is formed are:

1. To provide for the advancement of learning, the advancement of the arts and sciences, and to promote the public welfare.

2. To receive or acquire in any manner any printed or written material, maps or drawings or other materials, and to present them to said U.C.S.D. Library.

3. To provide funds for the purchase of books, manuscripts, letters, maps and all kinds of written and printed material for the enrichment of the library resources of the University of California, San Diego, Library, herein sometimes referred to as U.C.S.D. Library; to provide for the publication of manuscript material; to provide for suitable reproductions of manuscript material and other material of interest to educational institutions, to scholars or to the general public.

B. This is a Corporation which does not contemplate pecuniary gain or profit to the members thereof. No part of the net earnings of this Corporation shall inure to the benefit of any member hereof, and no substantial part of the activities of this Corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation.

ARTICLE III -- BOARD OF DIRECTORS

The controlling body of this organization shall be a Board of Directors (hereinafter called the Board) of thirteen members, including the President, Vice-President, Secretary, Treasurer elected by the membership and meeting at least twice a year. The Board of Directors shall have the authority to transact the business of the organization.

One-third of the nine members of the Board of Directors, other than the officers, shall be elected each year, for three-year terms. No such Board member shall serve for more than two consecutive terms. The President shall serve as Chairman of the Board of Directors, and the Vice-President shall serve as Vice-Chairman of the Board of Directors.

The Chancellor of U.C.S.D., the University Librarian, the Chairman of the U.C.S.D. Library Committee, the immediate past President of this Corporation, an attorney, and any other persons designated by the Board of Directors shall be ex-officio members of the Board of Directors with voting privileges.

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The Board of Directors may amend the By-Laws at their discretion.

ARTICLE IV -- OFFICERS

There shall be four officers: President, Vice-President, Secretary and Treasurer. All officers shall be elected for one-year terms, but may be re-elected for succeeding terms. As stated in Article III, each officer is also a member of the Board during his term of office.

ARTICLE V -- EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President and Vice-President and three other members appointed by the President with the advice and consent of the Board of Directors. The President and Vice-President shall serve respectively as Chairman and Vice-Chairman of the Executive Committee, to meet at the call of the President and to execute the affairs of the Society in accordance with the policies determined by the Board of Directors.

The Executive Committee shall have all of the powers of the Board of Directors between meetings of the Board except the power to adopt, amend or repeal the By-Laws, and the Executive Committee shall report at each meeting of the Board of Directors on all action it has taken since the preceding meeting.

ARTICLE VI -- STANDING COMMITTEES

The President shall appoint chairmen of the following Standing Committees with approval of the Board: Program, Acquisitions, Membership, Publicity, Nominating. Other standing committees may be established with the approval of the Executive Committee. These Chairmen are advisory to the Executive Committee.

ARTICLE VII -- MEMBERSHIP

Membership shall be open to all applicants who are interested in the purposes of the Society, upon payment of such annual dues as may be fixed by the Board. All members shall have full voting rights in the election of the Board and in other matters presented to them by the Board for decision.

Individuals may be invited to honorary membership by the Board. Honorary members shall have voting privileges without paying dues, and shall receive all meeting notices and publications of the Society.

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ARTICLE VIII -- ELECTIONS

Members of the Board shall be elected by the membership at an annual meeting prior to the end of the fiscal year which shall be from November 1 to October 31. The proposed slate is to be sent to members by the Nominating Committee at least one week in advance of that meeting. Further nominations may be made from the floor. Board members shall take office at the beginning of the fiscal year and continue in office for one year. They may be re-elected.

Standing Committee chairmen shall be appointed by the President. They shall select their own committee members in consultation with the President. The term of office for committee members is one year.

Interim vacancies among Board members and officers may be filled by vote of the Board.

ARTICLE IX -- MEETINGS

General meetings shall be held at least once a year and the Secretary shall send notices of such meetings to all members at least one week prior to the meeting date.

Board meetings shall be held at least twice a year, one meeting prior to November 1 as prescribed in Article VIII and one preferably in April or May. Notices shall be sent prior to the meeting.

Executive Committee meetings shall be held at the call of the President, with all members notified sufficiently in advance. Ten members of the Board shall constitute a quorum. Thirty-five members shall constitute a quorum at annual meetings. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE X -- DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

The President shall preside at all meetings of the Society, the Board, and the Executive Committee. In the absence or incapacity of the President, the Vice-President shall perform the President's duties.

The Secretary shall keep a book of minutes of all meetings of the Society, of the Board, and of the Executive Committee. He shall send notices of general and Board meetings, and/or proposed slates prepared by the Nominating Committee for elections of Board and Executive officers.

The Treasurer shall keep adequate and correct accounts of the properties and business transactions of the Society, including accounts of its liabilities, receipts, and disbursements. The books of accounts shall at all times be open for inspection by any member of the Board. He shall deposit all moneys and other valuables in the name and to the credit of the Society with such depositories as may be designated by the Board. He shall disburse the funds of

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the Society as authorized by the Executive Committee, under policies formulated by the Board.

ARTICLE XI -- AMENDMENTS

These By-Laws, except as to the provisions of ARTICLES I and II, may be amended or repealed or new provisions may be adopted by a majority vote of the Board members, provided notices of proposed changes in By-Laws have been sent to the Board members at least two weeks prior to the meeting.

THE FRIENDS OF THE UCSD LIBRARY

PROPOSED BY-LAWS CHANGE

Page 3
ARTICLE VIII - ELECTIONS
Paragraph 1

The paragraph currently reads:

Members of the Board shall be elected by the membership at an annual meeting prior to the end of the fiscal year which shall be from November 1 to October 31. The proposed slate is to be sent to members by the Nominating Committee at least one week in advance of that meeting. Further nominations may be made from the floor. Board members shall take office at the beginning of the fiscal year and continue in office for one year. They may be re-elected.

It is proposed that it read:

Members of the Board shall be elected by the membership at an annual meeting prior to the end of the Friends fiscal year which shall be from November 1 to October 31. The proposed slate is to be sent to members by the Nominating Committee at least one week in advance of that meeting. Further nominations may be made from the floor. Officers and board members shall take office at the beginning of the fiscal year.

The change adds three words and deletes eleven words and is proposed primarily to eliminate conflict with length of time in office as stated in Article III.

4/30/73

FRIENDS OF THE L.S.U. LIBRARIES

CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

THE NAME OF THIS ORGANIZATION SHALL BE THE FRIENDS OF THE L.S.U. LIBRARIES.

ARTICLE II - PURPOSE

THE FRIENDS OF THE L.S.U. LIBRARIES SHALL BE A NON-PROFIT ORGANIZATION, WHOSE PURPOSE IS TO COOPERATE WITH THE LIBRARIANS IN THE DEVELOPMENT OF THE RESOURCES OF THE L.S.U. LIBRARIES.

ARTICLE III - BY-LAWS

THE OPERATING PROCEDURE OF THIS ORGANIZATION SHALL BE ESTABLISHED IN THE BY-LAWS OF THIS CONSTITUTION.

ARTICLE IV - MEMBERSHIP

ANY PERSON INTERESTED IN THE PURPOSE OF THIS ORGANIZATION MAY BECOME A MEMBER BY MEETING THE REQUIREMENTS FOR MEMBERSHIP AS SET FORTH IN THE BY-LAWS.

ARTICLE V - OFFICERS

THE OFFICERS OF THIS ORGANIZATION SHALL BE A CHAIRMAN, A VICE-CHAIRMAN, A SECRETARY, AND A TREASURER. THESE OFFICERS, WITH THE ADDITION OF MEMBERS-AT-LARGE, SHALL COMPRISE AN EXECUTIVE COMMITTEE. THE DIRECTORS OR THE LIBRARIANS IN CHARGE OF EACH OF THE L.S.U. LIBRARIES SHALL BE EX-OFFICIO MEMBERS OF THE EXECUTIVE COMMITTEE.

ARTICLE VI - FUNDS AND LIABILITY

ALL FUNDS RECEIVED BY THE ORGANIZATION SHALL BE DEPOSITED IN THE L.S.U. FOUNDATION — LIBRARY ENRICHMENT PROGRAM ACCOUNT, AND SHALL BE CREDITED TO THE SPECIFIC ACCOUNT OF THE FRIENDS OF THE L.S.U. LIBRARIES. ALL FUNDS SHALL BE DISBURSED THROUGH THE L.S.U. FOUNDATION AT THE DIRECTION OF THE SECRETARY OF THE FRIENDS OF THE L.S.U. LIBRARIES, ON THE APPROVAL OF THE EXECUTIVE COMMITTEE OF THAT ORGANIZATION.

NO MEMBER OF THIS ORGANIZATION SHALL BE LIABLE EXCEPT FOR UNPAID DUES; AND NO PERSONAL LIABILITY SHALL IN ANY EVENT ATTACH TO ANY MEMBER OF THIS ORGANIZATION IN CONNECTION WITH ANY OF ITS UNDERTAKINGS; BUT ALL ITS LIABILITIES SHALL BE LIMITED TO ITS COMMON FUNDS AND ASSETS. NEITHER THE EXECUTIVE COMMITTEE NOR THE OFFICERS SHALL HAVE ANY AUTHORITY TO BORROW MONEY OR INCUR ANY INDEBTEDNESS OR LIABILITY IN THE NAME OF OR ON BEHALF OF THIS ORGANIZATION.

ARTICLE VII - AMENDMENTS

THIS CONSTITUTION MAY BE AMENDED AT THE ANNUAL MEETING OF THE ORGANIZATION BY A TWO-THIRDS VOTE OF THE MEMBERS PRESENT, PROVIDED THAT NOTICE OF SUCH PROPOSED AMENDMENT SHALL HAVE BEEN MAILED TO ALL MEMBERS AT LEAST THIRTY DAYS BEFORE THE SAID MEETING.

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BY-LAWS

ARTICLE I - MEETINGS

SECTION 1. THE FRIENDS OF THE L.S.U. LIBRARIES SHALL MEET ON ALUMNI DAY OF EACH YEAR FOR THE ELECTION OF OFFICERS AND THE TRANSACTION OF OTHER BUSINESS. THIS SHALL BE CONSIDERED THE ANNUAL MEETING.

SECTION 2. A SPECIAL MEETING OF THIS ORGANIZATION MAY BE CALLED AT ANY TIME BY THE EXECUTIVE COMMITTEE, OR UPON THE WRITTEN REQUEST OF TEN MEMBERS SPECIFYING THE OBJECT OF SUCH MEETING. A NOTICE OF EACH SPECIAL MEETING, STATING THE OBJECT OR OBJECTS FOR WHICH IT IS CALLED, SHALL BE MAILED BY THE SECRETARY TO EACH MEMBER.

ARTICLE II - OFFICERS

SECTION 1. THE OFFICERS AND THE THREE MEMBERS-AT-LARGE ON THE EXECUTIVE COMMITTEE SHALL BE ELECTED BY BALLOT AT EACH ANNUAL MEETING. A MAJORITY OF THOSE PRESENT AND VOTING IN EACH INSTANCE SHALL BE NECESSARY FOR ELECTION. THE TERM OF OFFICERS SO ELECTED SHALL BEGIN IMMEDIATELY UPON THE CLOSE OF THE ANNUAL MEETING. ANY VACANCY IN OFFICE SHALL BE FILLED FOR THE BALANCE OF THE TERM THROUGH APPOINTMENT BY THE EXECUTIVE COMMITTEE.

SECTION 2. THE OFFICERS OF THIS ORGANIZATION SHALL HAVE THE USUAL POWERS AND DUTIES EXERCISED BY OFFICERS OF A VOLUNTARY ASSOCIATION.

SECTION 3. NOMINATIONS OF OFFICERS SHALL BE MADE BY A COMMITTEE APPOINTED BY THE CHAIRMAN.

ARTICLE III - MEMBERSHIP

SECTION 1. THERE SHALL BE THE FOLLOWING CLASSES OF MEMBERSHIPS:

A. STUDENT MEMBER, UPON ANNUAL PAYMENT OF $2.00

B. CONTRIBUTING MEMBER, UPON ANNUAL PAYMENT OF $5.00

C. ASSOCIATE MEMBER, UPON ANNUAL PAYMENT OF $10.00

D. SUSTAINING MEMBER, UPON ANNUAL PAYMENT OF $25.00

E. PATRON MEMBER, UPON ANNUAL PAYMENT OF $100.00 OR MORE

F. LIFE MEMBER, UPON PAYMENT OF $1000.00 OR MORE IN MONEY, OR THE PRESENTATION OF UNUSUAL AND DISTINCTIVE MATERIALS VALUED AT $1,000 OR MORE.

SECTION 2. MEMBERSHIP SHALL RUN WITH THE CALENDAR YEAR, FROM JANUARY FIRST THROUGH DECEMBER THIRTY-FIRST. ANY MEMBER MAY, WITHOUT RETROACTION, CHANGE HIS MEMBERSHIP CLASS UPON WRITTEN NOTICE TO THE SECRETARY.

ARTICLE IV - AMENDMENTS

THESE BY-LAWS MAY BE AMENDED AT ANY MEETING OF THIS ORGANIZATION BY A TWO-THIRDS VOTE OF THE MEMBERS PRESENT AND VOTING.

UNIVERSITY OF MASSACHUSETTS
AMHERST

CONSTITUTION, FRIENDS OF THE LIBRARY, UNIVERSITY OF MASSACHUSETTS (AMHERST)

As Adopted by the Trustees at the First Annual Meeting of November 15, 1970, and Incorporating Amendments Ratified by Trustees and Members At the Third Annual Meeting, October 29, 1972

I The name of the organization shall be: Friends of the Library, University of Massachusetts (Amherst).

II The purpose of the organization shall be the enrichment of the total resources and facilities of the University of Massachusetts Library.

III Membership shall be open to any individual, business firm, or group interested in the objectives of the Friends.

IV Annual membership contributions shall be receivable in the University of Massachusetts Friends of the Library Trust Fund on or before December 31 of each year for the 12 succeeding months, according to the following schedule:

A	Student Member	$ 3
B	Contributing Member	10
C	Associate Member	25
D	Sustaining Member	50
E	Sponsoring Member	100
F	Patron	500

The first 4 categories are open to individuals only, and the last 2 are open to individuals or groups.

The Trustees may create, at their discretion, other appropriate categories of membership, and they may accept books or other materials needed by the Library in lieu of contributions in cash. All contributions to the University of Massachusetts Friends of the Library Trust Fund, and gifts of materials to the Library are tax-deductible.

V Gifts of materials or money which are offered subject to any conditions not specifically sanctioned by existing Library policy must be approved by the Director of Libraries. The Library assumes responsibility for administering expenditure of funds in accordance with the wishes expressed by the donors, for identifying materials given or purchased with gift bookplates or other suitable identification, and for sending acknowledgments to donors.

VI All members of the Friends are welcome to use the Library's collections in any of its branches under prevailing regulations, and to avail themselves of such services as can be provided by Library staff. Members will also receive copies of the Library Newsletter and the Annual Report of the Friends. Each member is entitled to one vote in the annual election of the Trustees, and in such other matters as may require a vote of the members.

VII Trustees of the Friends will serve initially at the invitation of the Temporary Faculty Trustees, for a period of two years, after which 12 Trustees shall be elected by the Membership for terms of one, two, and three years. In subsequent elections, Trustees will be elected for terms of three years to replace retiring members. In addition to twelve Trustees at large, three members shall be chosen by the University of Massachusetts Alumni Association, initially for terms of one, two, and three years, and thereafter, one Trustee is to be chosen every year for a term of three years. The University community shall be represented by the President of the Student Senate, the President of the Graduate Student Senate, and the chairman of the Faculty Senate Library Committee each of whom is elected annually.

The Trustees shall act as an executive committee and shall annually elect a President, one or more Vice Presidents, a Treasurer, and a Secretary (or combine the last two functions in one office). The Trustees shall have the power to conduct the affairs of the Friends, including the establishing of committees, the appointment or election of additional officers, and the filling of vacancies. The Chancellor of the University's Amherst campus and the Director of Libraries shall serve as ex-officio members of the Trustees and of all executive committees.

VIII Annual meetings of the Friends shall be held at such time and place as may be determined by the Trustees, and other meetings at such times as may be deemed necessary or desirable. Six members shall constitute a quorum at any meeting of the Trustees or of the Membership.

IX This constitution may be amended by a simple majority of those voting at the annual or any special meeting of the Membership; provided that at least 10 days prior to the vote notice of proposed amendments shall have been sent to all members. This constitution may also be amended by a majority vote of the Trustees provided that each Trustee has been notified of proposed amendments at least 10 days prior to the date of the meeting at which the vote is to be taken.

CONSTITUTION

Article I

Name

The name of this Association shall be: The Friends of the University of Missouri Library.

Article II

Purpose

The purpose of the Friends shall be to maintain an Association of persons interested in books and in the University of Missouri Library; to assist in bringing to the University of Missouri important library materials (both manuscripts and books); and thus to contribute toward gaining for the Library that strength in library holdings in the arts and in the sciences which is increasingly warranted by the growing significance of the University of Missouri.

In addition the Friends shall likewise act in behalf of the State Historical Society of Missouri since their collections are complementary to those of the University Library.

Article III

Membership

Section 1. There shall be two categories of membership, A and B.

Category A: Honorary life members upon unanimous election by the Council for the giving of outstanding collections of books or manuscripts to the University of Missouri Library and for assistance in the location and acquiring of such collections, or for other outstanding services contributing to increased prestige for the University of Missouri Library.

Category B:

(1) Life Memberships based on the giving of one hundred dollars or more to the Achievement Fund of the University of Missouri, with the designation that the contribution shall be used for promoting the advancement of the University of Missouri Library.

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(2) Annual Memberships based on one of the following:

a. A gift of five dollars or more to the Achievement Fund of the University of Missouri, with the designation that it shall be used for promoting the advancement of the University of Missouri Library.
b. The gift of one or more meritorious books per year.
c. Assistance in locating and obtaining manuscript items and books.
d. Collector's membership (involving reports of collector's specializations.)

Section 2. Annual membership shall run with the fiscal year of the University of Missouri.

Article IV

Officers

The Officers of this Association shall consist of a President, a Vice-President, and a Secretary, all elected biennially, at an annual meeting of the Association, and a Treasurer who shall be the Comptroller of the University of Missouri. The Officers shall assume their duties at the close of the Annual Meeting when elected and hold office through the next two Annual Meetings, or, until their successors have been elected and assumed office. In case of a vacancy in the Office of President, the Vice-President shall succeed, in case of any other vacancies in the elected Officers, the Executive Committee shall make appointments to fill such vacancies, until the next Annual Meeting. Duties of the Officers shall be those normally appertaining to such office.

Article V

Council

Section 1. There shall be a Council of twenty-four elected members, chosen by the membership as prescribed in Article VI, plus the officers and members of the Executive Committee, if they are not elected members. The elected members of the Council shall be elected for a three-year term, eight being elected each year. In the event of a vacancy among the elected membership of the Council, the vacancy shall be filled by the remaining members of the Council at their next meeting, the member so elected to complete the unexpired term.

Section 2. There shall be an Executive Committee which shall manage the affairs of the Association. This Committee shall include the elected officers of the Association, the Immediate Past President of the Association, the Librarian of the University of Missouri, the Director of the State Historical Society of Missouri, plus two members named by the Association President, in consultation with the President of the University. The President of the Association shall act as Chairman of the Executive Committee, and of the Council.

Section 3. The Council shall be representative of the membership at large, and shall work closely with University officials and staff, and through the Executive Committee to develop specific programs for increasing membership support, and otherwise carry out the purposes outlined in Article II.

Article VI

Meetings and Elections

Section 1. The Annual Meeting of the Association shall be held in Columbia within 60 calendar days following March 15th, each year, the exact time and place to be set by the Executive Committee. Special meetings may be called at any time by the Executive Committee. All members shall be notified of meetings, by mail, at least ten days in advance. Twenty-five members present shall constitute a quorum. All members in good standing shall have a right to vote on all matters presented at any membership meeting.

Section 2. The Council shall meet at least twice annually, (1) immediately preceeding the Membership Annual Meeting, (2) in October, or at such other times as they may set themselves, or on call of the Executive Committee. Exact time and place shall be set by the meeting call, and all members shall be notified at least ten days in advance. The Executive Committee shall meet on call of the President, or by request of any three members. All members shall be notified of the time and place at least ten days in advance.

Section 3. At least sixty days before the date set for the Annual Meeting, the President, in consultation with the Executive Committee, shall appoint a Nominations and Elections Committee, which will have the duty of proposing candidates for eight positions on the Council, for a three-year term, and conducting a mail ballot election, so that the new Council will be elected before the regular spring meeting. At this meeting, newly-elected Council members will be invited to attend as the retiring Council completes its business, but new Council members will assume office at the conclusion of the Annual Meeting.

The Nominating Committee will also propose candidates in alternate years for officers of the Association to be voted on at the Annual Meeting.

Article VII

Procedure

Robert's Rules of Order, Revised, shall govern procedure at meetings of the Executive Committee and of the Association.

The Friends of the Princeton University Library

Constitution

Article I - Object

The object of The Friends of the Princeton University Library is to promote the interests of The Princeton University Library.

Article II - The Council

Section 1. The affairs of the Association shall be managed by a Council to be elected as provided in the By-laws. The Council shall consist of not less than 15 persons.

Section 2. The Council shall have the power to delegate its authority to an Executive Committee for the periods between meetings.

Article III - Membership

Any person interested in the object of the Association may become a member upon payment of such dues as are determined by the Council.

Article IV - Officers

The officers of the Association shall consist of a Chairman, a Vice-Chairman, a Treasurer, a Secretary and such additional officers as the Council shall consider necessary.

Article V - Amendments

This Constitution may be amended at any regular or special meeting of this Association by a majority vote of the members present and voting.

The Friends of the Princeton University Library

By-laws

Article I - Membership

There shall be such classes of membership as the Council may designate and the dues for such classes shall be determined by the Council.

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Article II - Meetings

There shall be an annual meeting of the members prior to June first of each year for the election of new members to the Council and for such other business as may come before the meeting. A quorum shall consist of 8 members.

Special meetings may be called at any time by the Chairman or Vice-Chairman. All meetings shall be upon such notice as may from time to time be designated by the council.

Article III - The Council

Section 1. The Council shall be divided into three classes serving at first for one, two and three years respectively, and thereafter for a term of three years. The Council shall take office immediately upon their election.

Section 2. The Council shall have at least one meeting each year.

Section 3. A quorum of the Council shall consist of 5 members of the Council.

Section 4. Meetings of the Council may be called at any time by the Chairman, the Vice-Chairman or the Secretary on the request of 5 members of the Council.

Article IV - The Executive Committee

The Executive Committee shall consist of the officers ex-officio and such other members as the Chairman of the Council shall appoint for a term of one year. A quorum shall consist of 3 members.

Article V - Officers

The officers, with the exception of the Treasurer and Secretary, shall be elected annually by the Council from its own membership. The Treasurer and Secretary shall be appointed by the Chairman with the approval of the Council, and shall hold office during its pleasure. They shall attend meetings of the Council ex officio. All officers

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shall take office immediately after their election or appointment.

Article VI - Committees

The Chairman, with the approval of the Executive Committee, shall appoint such committees, including a Committee on Finance, or authorize the establishment of such other groups as are consistent with the purposes of the Association. The Treasurer of Princeton University shall be a member of The Committee on Finance.

Article VII - Funds

Section 1. The Committee on Finance shall prepare annually a budget for the ensuing year which shall be submitted to the annual meeting of the council for its approval.

Section 2. All monies received as dues, or contributions, or from any source, shall be deposited immediately with the Treasurer of Princeton University. Disbursements shall be made only on the order of the Treasurer of the Friends of the Princeton University Library, or in his absence, on the order of the Chairman of the Committee on Finance. Any expenditures not included in the budget must be approved by the Committee on Finance.

Article VIII - Explanation of the Term Year

In the foregoing articles the term, year, shall be understood to refer to the fiscal year of Princeton University, which ends June 30th.

Article IX - Amendments

These By-laws may be amended at any regular or special meeting of the Council by a majority vote of the members present and voting.

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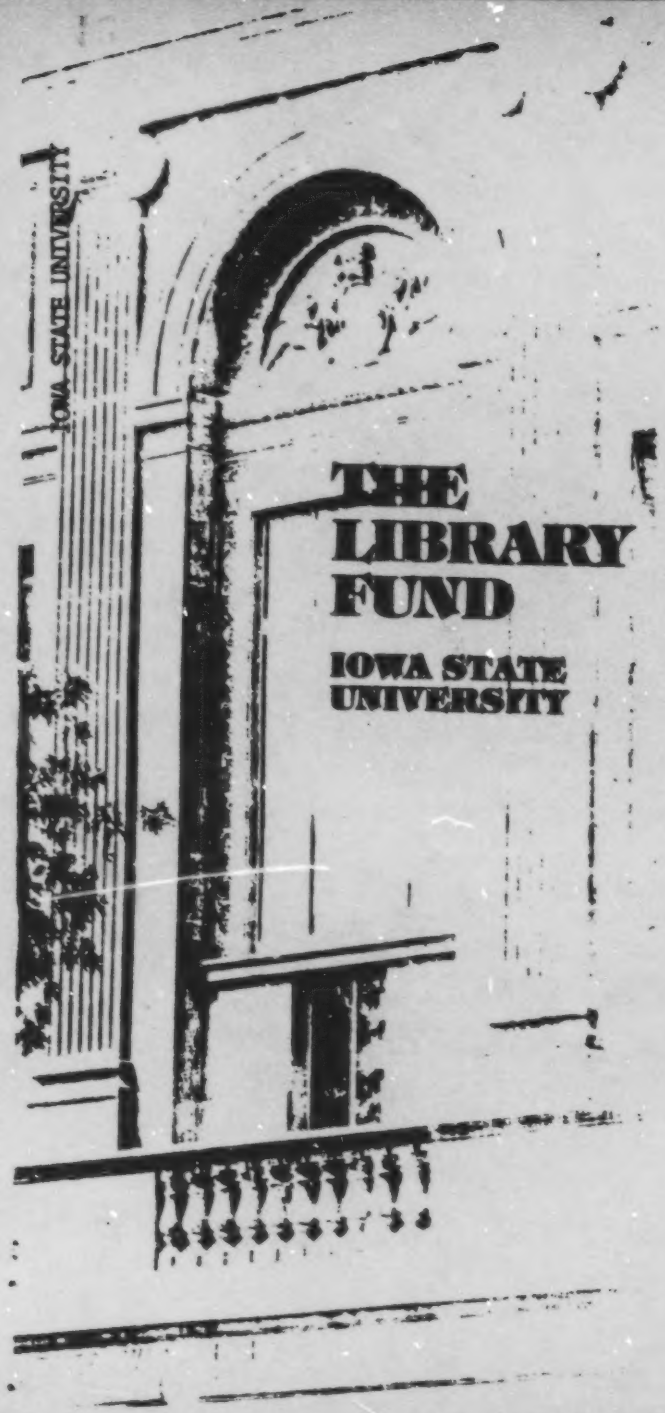

One of the University's greatest unmet needs...

The Iowa State University Foundation's achievement in building the magnificent Iowa State Center and the new Iowa State stadium is a unique accomplishment; it is without parallel at a public university. As a result, Iowa State's facilities for the performing arts, for continuing education and varsity athletics are among the best in the nation.

To now have the forces of the Foundation turned to some of the University's most basic educational needs can establish another landmark in Iowa State history.

Because our unmet Library building needs are so very great, even a bare-bones capital expenditure designed to do little more than provide merely the additional space the Library so desperately needs and to provide only minimum-level facilities must necessarily involve a large state appropriation. Therefore, the Iowa State Foundation has taken on the task of raising through voluntary contributions the additional funds which will be required to make the Iowa State Library a truly outstanding and prestigious facility.

— W. Robert Parks
President, Iowa State University

A significant event in the life of the Foundation...

The Iowa State University Foundation can have a mighty impact on still further enhancing the academic excellence of Iowa State. Establishment of the $10 million goal is a significant event in the life of the Foundation.

It is a goal worthy of the support of every person who has ever profited from attendance at Iowa State.

— W. A. Strauss
President, ISU Foundation

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$4-Million Library Fund

To supplement the planning, equipping, and construction of an addition to the Library

To enhance and better individualize services to students and faculty

To enlarge the computer and information-retrieval capacities of the Library

To enrich the general collections and provide long-range acquisition support

To properly house and develop the Library's special collections, particularly those of unique and historical value

$4-Million Endowment for Excellence

To enrich academic programs through support of lecturers, new project seed money, faculty awards, research, and other endeavors constrained by budgetary limitations

$2-Million Equipment Fund

To support the purchase of scientific and instructional equipment needed by University departments to improve teaching programs and research capabilities

DONOR RECOGNITION

Major gifts to the Library Fund will be recognized as follows:

Associate of the Library
A pledge of $1,000.

Patron of the Library
A pledge of $5,000.

The Leonardo da Vinci Society
A pledge of $10,000, which automatically makes the donor a member of The Order of the Knoll, Iowa State's most prestigious donor organization. The Library's one millionth volume is a rare work by da Vinci, famed artist and scientist, which fittingly epitomizes Iowa State's collections.

Opportunities exist for recognition of larger gifts in special collections, rooms, and areas of the Library.

Pledges may be fulfilled, if donors desire, over a period of five or ten years.

THE LIBRARY FUND

The Iowa State University Library has a long and distinguished record of achievement. Its scientific and technological collections are exceptional, ranking among the top university libraries in the United States. It introduced the first—and still the only—automated circulation system in Iowa. For several years it has offered personalized computer services for faculty and student research. In recent years it has organized a Government Publications Department, greatly expanded its special collections of archives and manuscripts, established the repository of the American Archives of the Factual Film, and created a Microform and Media Center to make microforms, video, audio, slides, and filmstrips more readily available to students, faculty, and staff. The Library has also strengthened its collections and services through participation in a variety of networks and consortia.

Library holdings have doubled since 1967, and the acquisitions rate has grown to twice what it was 10 years ago. This rapid growth in collections and services has occurred during a period of substantial increases in University enrollment which have severely taxed the Library building and resulted in space shortages of critical proportions. The Main Library building, completed in 1925 and enlarged twice since then, is unable to meet current needs, much less those of coming years.

Iowa State has sought, and continues to seek, funds from the Iowa General Assembly for the construction of an addition to the Library and for modifications in the existing building. However, planning for the building expansion cannot wait. Accordingly, the Iowa State University Foundation has established the Library Fund with a goal of $4 million to assist in planning and equipping an addition to the Library and in the continued development of vital services for users.

Following are some of the facts considered in making the Foundation decision:

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1. Growing Pains

- 1.5 million persons use the ISU Library each year.

- Collections have grown to over 1.2 million bound volumes, 900,000 microforms, 68,000 maps, and thousands of archival materials, photographs, films, and other media.

- Since 1967 circulation has increased 138%, with nearly 800,000 books per year circulated for individual use plus a half million more volumes used in the building.

- The Library adds at least 60,000 bound volumes and close to 100,000 microforms each year. (These are selected from the approximately 500,000 new titles and editions and about 100,000 serials annually published worldwide.)

- Inflation hits hard at growing collections. U.S. hardcover books rose in overall price 10.5% last year. By specific fields increases were 30% in General Works, 26% in Economics and Sociology, 14% in Agriculture, and over 12% in Technology. British books are up near 22%, with Reference Works rising by 41%. Periodical costs also continue to rise. Among major scholarly journal publishers, price increases are averaging 16% in 1978. Some abstracting services have risen approximately 30%.

- A new Microform and Media Center, heavily used by students, was formed by reducing space for other library services. The Government Publications Department was expanded by partitioning a student reading area. A reading room has been converted to archival storage and to processing stacks and a workroom for several departments. Other makeshift arrangements abound throughout the building.

2. Current Space Inadequacies

Collections

Crowded bookstacks: Working capacity of library shelves is commonly regarded at 85%, with the remainder kept available for new books and internal transfers. Iowa State's collections exceed available shelf space, thus there is no space in reserve. Collections must be continually shifted to accommodate new acquisitions, and many books must be stored outside the Library.

Proximity of stacks to readers: Stacks and study tables should be well separated to minimize disturbance to readers, an impossibility in the present ISU Library.

Collection access: Users must move back and forth between five open-stack floors and seven tiers through a confusing arrangement of stairs and entrances. Necessary growth and lack of space have kept the Library hard pressed to arrange collections in an intelligible pattern. Access is poor for handicapped persons.

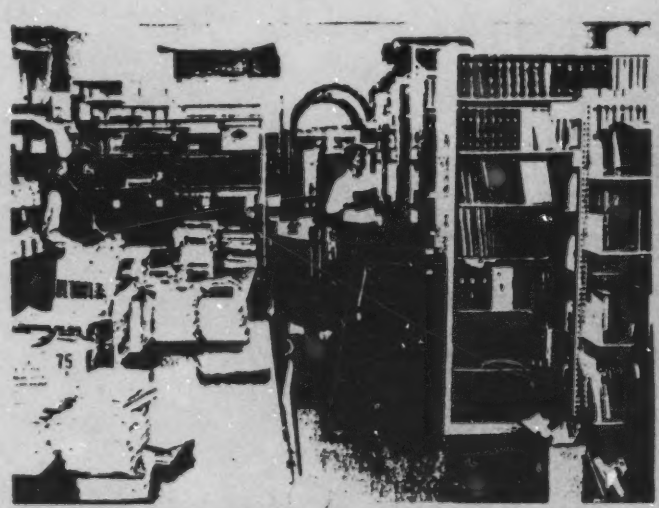
External storage: 82,000 books are stored in a warehouse which has no cooling or humidity controls, where temperature extremes are great, and where books are subject to damage from dust, dirt, and insects. Recently, the Library began housing archival materials and other collections in rented space at the Memorial Union.

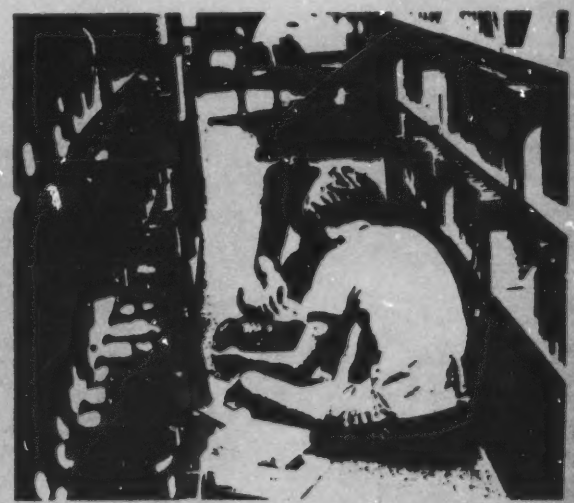
Reader and Service Space

Seating: Recommended standards call for seating space for 3,700 undergraduates, several hundred graduate students, and at least 170 faculty. The Main Library building has fewer than 2,000 total spaces, no graduate student carrels, and just 35 faculty seats.

Group study: It is standard practice for university libraries to offer facilities for students to study and work in small group study rooms. The Library has no such seating.

Visually handicapped facilities: A room with specialized facilities for visually handicapped students should be available. Lack of space prevents one at present.





Service areas: Insufficient room exists to maintain adequate levels of service for patrons at reference and circulation desks, in the reference reading room, bibliography area, map room, government publications area, and at other service points.

Staff and work areas: To accommodate increases in collections and personnel, staff and work areas have been reduced to such an extent that efficiency is hindered.

3. The Future

- By 1985, collections are expected to reach 1.75 million volumes.

- Libraries are moving rapidly toward a national automated data system, and Iowa State must be equipped to participate in it. Iowa State has been in the forefront of automation and computerization for more than a decade, but even greater changes are in the offing for regional and national automation.

Donor pledge form

Please return to:
ISU Foundation
214 Memorial Union
Ames, Iowa 50011

Date_____

In support of the Library Fund, I/we pledge gifts of $ _____

to the Iowa State University Foundation

to be paid $ _____ on _____

Enclosed $ _____

Signed_____

Address_____

City, State, zip code_____

(My gift does/does not qualify for a company matching gift.)

IOWA STATE UNIVERSITY FOUNDATION

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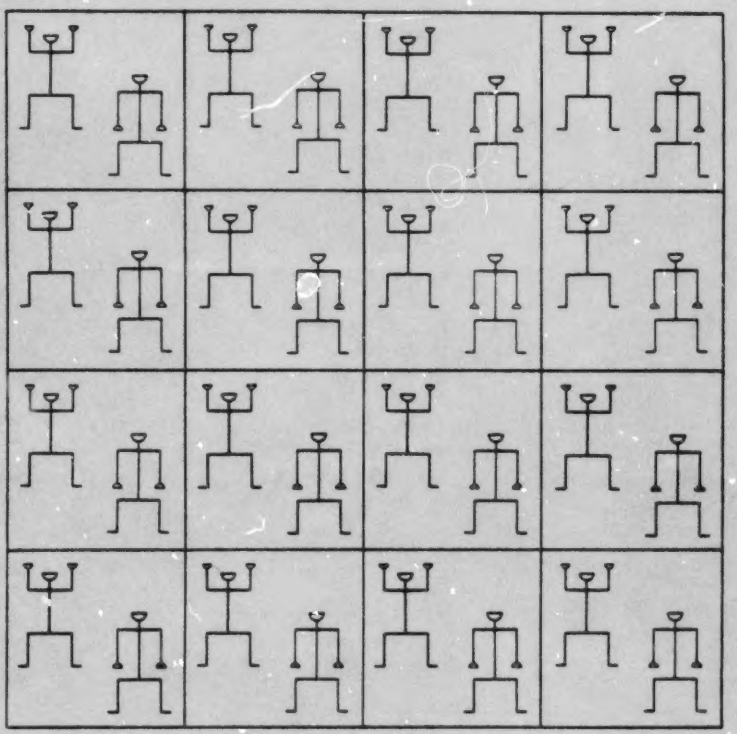
The Iowa State University Foundation was organized in 1958 to attract and administer major gifts from alumni, friends, industry, and foundations for the purpose of aiding Iowa State University in areas where funds are not available from other sources. In 1962, it launched a national campaign for gifts to construct the Iowa State Center. Construction of the first unit began in 1966 and the four-building complex was completed in 1975, consisting of the C. Y. Stephens Auditorium (1969), James H. Hilton Coliseum (1971), J. W. Fisher Theater (1974), and Carl H. Scheman Continuing Education Building (1975). Before the Iowa State Center was completed, the Foundation undertook a fund-raising campaign on behalf of a new stadium for Iowa State University football games. The stadium went into use in 1975.

In all, more than 19,000 donors have participated in the development of these cultural and athletic facilities which rank among the very finest in the nation. Constructed at a cost of approximately $28 million, the Iowa State Center and stadium have an estimated replacement cost of $60 to $70 million. The Foundation still seeks additional gifts of $1.5 million to finish paying for the stadium and the Scheman Continuing Education Building.

In 1978, the men and women throughout the United States who provide leadership as members of the Board of Governors established a $10-million goal to assist in the improvement of the Iowa State University Library, to provide an endowment for excellence, and to enable the University to purchase scientific equipment.

Friends of the University of Utah Libraries



Sixth Annual Report

September 1, 1977
August 31, 1978

ORGANIZATION

The "Friends of the University of Utah Libraries" organization was founded on September 27, 1972.

The purpose of this non-profit organization, as stated in its

Constitution, is:

"A. To provide for the advancement of learning, to promote the public welfare, and to enrich cultural opportunities by fostering understanding and appreciation of the work of the University of Utah Libraries.

B. To assist in expanding the resources of the Libraries . . .

C. To provide opportunities for book-oriented people to become acquainted . . .

D. To publish significant works based on unique holdings in the possession of the University of Utah Libraries."

BOARD OF DIRECTORS 1977-1978

Mrs. Phelon J. (Bea) Malouf, *Chairman*
Mr. Armond F. Carr, *Vice-Chairman*
Ms. Elizabeth Runyon-Lancaster, *Secretary-Treasurer*
Mrs. Robert G. (Nora) Snow, *Past-Chairman*
Mr. Roger K. Hanson, *Director of Libraries*
Mr. David K. Ryser, *ASUU Representative*
Mrs. Wallace R. (Evalyn) Bennett
Mrs. Dan S. (Miriam C.) Bushnell
*Dr. David A. Dolowitz
Mr. Richmond T. Harris
*Mrs. Donnette L. Hatch
Mr. Emory Morelli
Mr. Junius S. Romney
Mr. Sam Weller

*Completing two-year term

Acquisitions Committee: Armond F. Carr, Chairman; Sam Weller
Hospitality Committee: Nora Snow, Chairman; Donnette Hatch, David Ryser
Membership Committee: Junius Romney, Chairman; David Dolowitz, Miriam Bushnell
Nominating Committee: Armond F. Carr, Chairman; Richmond Harris, Nora Snow
Program Committee: Emory Morelli, Chairman; Evalyn Bennett, Nora Snow
Publicity Committee: Evalyn Bennett, Chairman; David Ryser
Special Assistance
Donors Committee: Richmond Harris, Chairman; Armond F. Carr, James Moyle

MEETINGS AND RECEPTIONS

"OPEN" MEETINGS

"Folkmusic at Christmas"
Mr. Hal Cannon
Folkarts Coordinator for Utah
Deseret String Band
Wednesday, December 7, 1977

"Polygamist's Wife"
Melissa Merrill, pseud.
Evalyn Bennett, Coordinator
Thursday, March 2, 1978

"Children's Rights: Culture and Education"
Dr. Nicholas T. Goncharoff
National Council of YMCA
Tuesday, April 18, 1978, *Annual Banquet*
Panorama Room, University of Utah Union

"FRIENDS ONLY" MEETINGS

"Personal Archives"
Mr. Paul Foulger
Preservationist & Conservator
University of Utah Libraries
Wednesday, November 16, 1977

"Antiquities Abroad" Slide Presentation
Dr. Paul Fawley on "Ethiopia"
Dr. Robert Snow on "The Caves of Ajanta"
Alice Hanniball on "English Mansions"
Wednesday, January 25, 1978

MEMORIAL FUNDS

1. Prof. Jack Adamson
2. Mrs. Mary Jane Stewart Hair
3. Prof. Theron Parmelee
4. Mrs. Norma Spencer
5. Mrs. Helen Crampton
6. Mrs. Margaret Evans
7. Mrs. L. Bills Killpack
8. Mr. August Hanniball III
9. Dr. William W. Newby
10. Mr. Torris Hanson
11. Lydia Ann Snyder

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FRIENDS' PURCHASES

George Catlin's *North American Indian Portfolio* represents the crowning work of a gifted American artist, who spent the years from 1829 to 1838 traveling in what was then known as the Far West. He painted over 600 portraits of distinguished Indians of both sexes. The 31 magnificent plates, of large format, in the copy given to the Marriott Library by the Friends are among his best work. The volume is a worthy addition to one of the finest collections of Indian portraits and photographs to be found in any library in the country. Following a year-long fund drive to cover the cost of purchase of the Catlin *Portfolio*, final payment was announced on May 8, 1978.

Catlin Portfolio Special Donors:

Mr. Richard Q. Bailey
Ruth Eleanor Bamberger and John Ernest Bamberger Memorial Foundation
Bonneville International
Mr. Armond F. Carr
Mrs. Robert J. Cook
Dr. & Mrs. W. Harold Dalgliesh
Mr. Richmond T. Harris
Mrs. Donnette L. Hatch
Mr. Robert G. Love
Mr. Arch L. Madsen
Mountain Fuel Supply Company
Mr. James D. Moyle
Prudential Federal Savings & Loan Assn.
Mrs. Calvin L. Rampton
Mr. Robert Sanders
Mr. Robert Temple
Mr. George Winder
Mr. Harold Woolley
Dr. & Mrs. Clark Young

NEW PURCHASES 1977-1978

1. Brouillet, J. B. A., *Authentic Account . . .*, Portland, Oregon, 1869.
2. Catlin, George, *Nord-Amerikas Indianer*, Stockholm, 1848.
3. Kent, James, *Commentaries on American Law*, New York, 1926-30, 4v.
4. Tanner, H. S., *Map of North America*, Philadelphia, 1822.
5. Heap, G. H., *Map of Central Route from the Valley of the Mississippi to California*, Philadelphia, 1854.
6. Mitchell, S. A., *Map of Mexico, including Yucatan and Upper California*, Philadelphia, 1847.
7. Keeler, W. J., *National Map of the Territory of the United States*, Washington, 1867.
8. Tanner, H. S., *A Map of the United States of Mexico*, 4th Ed., New York, 1847.

KEEPSAKE ITEMS

Keepsake No. 1: A broadside reproduction of the sailings of the Great Salt Lake paddle-wheeler "City of Corinne," with an accompanying illustrated pamphlet by Brigham D. Madsen explaining the history of the vessel.

Keepsake No. 2: Reproduction of an invitation to a "Military Dress Ball, 1st Battalion, 3rd Infantry, Nauvoo Legion" held January 3, 1866, with menu and descriptive information by Everett L. Cooley.

Keepsake No. 3: Reproduction of the Ben Holladay Stage Line "Table of Distances," 1862, with explanatory brochure by Mr. Sam Weller.

Keepsake No. 4: Album of *Piano Music of Arthur Shepherd*, featuring Vivien Harvey Slater, Pianist. Also a folder of reproductions *"From His Scrapbook"* of training, performances and prizes accrued by this renowned Salt Lake City musician and composer.

ANNIE CLARK TANNER MEMORIAL GRANT

A Mormon Mother: An Autobiography by Annie Clark Tanner, Introduction by Obert C. Tanner. First published in 1941.

Letters of Long Ago by Agnes Just Reid. Introduction by Brigham D. Madsen. First published in 1923.

Dear Ellen, Two Mormon Women and Their Letters by S. George Ellsworth. First published in part in *Western Humanities Review*, Spring 1959.

Twelve Mormon Homes Visited in Succession on a Journey through Utah to Arizona, by Elizabeth Wood Kane. Introduction and Notes by Everett L. Cooley. First published in 1874.

A Biography of Ezra Thompson Clark, by Annie Clark Tanner. Introduction by Obert C. Tanner.

An Army Wife on the Frontier, The Memoirs of Alice Blackwood Baldwin, 1867-1877. Edited and with an introduction by Robert C. Carriker and Eleanor R. Carriker.

A Governor's Wife on the Mining Frontier: The Letters of Mary Edgerton from Montana, 1863-1865. Edited and with an introduction by James L. Thane, Jr.

Genteel Gentile: Letters of Elizabeth Cumming, 1857-1858. Edited and with notes and introduction by Ray R. Canning and Beverly Beeton.

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GIFTS RECEIVED FROM MEMBERS

Numerous large and small collections were donated to the library by private individuals and/or institutions. As an example, a gift was received from a publishing company of Salt Lake City whch included a great number of monographs on the history of printing. The donation was large enough to start a new special collection on the history of printing and bookmaking in the Special Collections Department. Donations (too numerous to list) of books, manuscripts, diaries, personal papers, correspondence, etc., were also received throughout the year from various Friends' members.

FRIENDS OF THE UNIVERSITY LIBRARIES

Summary of Receipts, Disbursements and Fund Balance July 1, 1977 to June 30, 1978

FUND BALANCE, July 1, 1977			$5,166.31
Receipts:			
Friends Memberships	$2,732.52		
Interest Income	311.06		
Catlin Fund	5,000.00		
Total		$8,063.58	
Disbursements:			
Payment for Catlin Portfolio	5,000.00		
Library Acquisitions	4,000.00		
Membership Records	540.84		
Meetings & Receptions	468.45		
Printing & Mailing	483.80		
Annual Report	283.00		
Supplies & Expense	57.85		
Total		10,833.94	
Excess of Disbursements over Receipts			2,770.36
FUND BALANCE, June 30, 1978			$2,395.95

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Honorary Membership

Mr. Marriner C. Eccles
Mr. J. Willard Marriott
Dr. Wallace Stegner
Dr. Obert C. Tanner
Mr. Ralph D. Thomson

Life Members

Dr. Nels Anderson
Dr. & Mrs. Aziz S. Atiya
Mr. Samuel Axelrad
Dr. G. Ralph Bailey
Mr. Paul Bailey
Mr. & Mrs. M. Lynn Bennion
Mr. Abe Bernstein
Mr. Elliott Bernstein
Mr. Herman Bernstein
Mr. Samuel Bernstein
Mr. E. J. Bird
Prof. Grant K. Borg
Judge Reva Beck Bosone
Prof. Lila Brimhall
Mr. Reed W. Brinton
Mrs. Fawn Brodie
Dr. Eugene Callaghan
Profs. Helmut G. & Maud E. Callis
Mrs. Sondra Lees Cannaday
Mr. Georgius Y. Cannon
Dr. & Mrs. Kenneth B. Castleton
Mr. Tony A. Chavez
Mr. Carl J. Christensen
Mr. Sam Cline
Mr. Annan Cook
Dr. Everett L. Cooley
Dr. C. Gregory Crampton
Mr. Arthur L. Crawford
Mrs. Eleanor Dahnken
Dr. & Mrs. W. Harold Dalgliesh
Mr. William A. Dawson
Mr. Charles W. Diehl, Jr.
Mrs. Fae Dix
Dr. David Dodd
Mr. G. E. Douglass
Mrs. Geraldine Dupler
Mr. Marriner C. Eccles, Jr.
Mrs. Kendall Ence
Dean Robert L. Erdman
Dr. Austin E. Fife
Mrs. Emily J. Flowers
Mr. Simon Frank
Mr. & Mrs. David L. Freed
Mrs. Stuart Gallacher
Senator Jake Garn
Mr. Ivan Geumlek
Mrs. Virginia Gibbons
Mr. Hampton C. Godbe
Mr. M. B. Goldstone
Dr. Louis S. Goodman
Miss Mildred Greene
Mrs. Suzanna Mae Grua
Mr. Jim Gully
Prof. Anthony C. Hearn
Dean Stephen Paul Hencley
Mrs. Theo S. Hendee
Mr. Robert Hinckley
Dr. Mervin B. Hogan
Mr. & Mrs. Allan Howe
Dr. Lester A. Hubbard
Mr. Lyman P. Hunter
Mrs. J. H. Hutchinson
Mr. & Mrs. Kenneth Jacobson
Mr. Chris Jensen
Prof. Mead L. Jensen
Mrs. Margaret E. Johnson
Mr. A. B. Kesler
Mr. A. Pratt Kesler
Mr. & Mrs. E. R. Kihlstrom
Mr. David King
Mr. & Mrs. Ronald L. Kingsbury
Mr. Gordon W. Kirby
Dr. Jacob Kolff
Dr. A. C. Lambert
Mr. J. Bracken Lee
Mrs. C. Lowel Lees
Mr. Sherman O. Lloyd
Mr. Richard W. Loveless
Mrs. Leon Lowell
Mr. G. J. Luiscious
Rev. Msgr. William H. McDougall
Dr. Sterling M. McMurrin
Mr. Marvin Magnuson
Dr. Garth Mangum
Prof. David E. Miller
Mrs. Elna Miller
Dr. A. Russell Mortensen
Mr. Frank E. Moss
Mr. James D. Moyle
Mrs. Betty S. Musser
Miss Edith Myers
Dr. Lowry Nelson
Mrs. William W. Newby
Mr. Nathan Nichols
Dr. Matthew Noall
Dr. A. Ray Olpin
Mrs. Janice Greene Organ
Mr. Wayne Owens
Mr. & Mrs. Nick Papanikolas
Mr. Gwynn L. Parrott
Mr. William C. Patrick
Mr. A. Harding Paul
Mrs. A. W. Pinger
Mr. Howard C. Price, Jr.
Mr. Edward L. Quayle
Mr. & Mrs. Calvin L. Rampton
Mrs. Rulan Rawson
Mrs. Don Rees
Mr. Maurice Richey
Mr. & Mrs. Ben Roe
Mr. Fred Rosenstock

Mr. A. Wally Sandack
Ms. Kay Heard Schott
Mrs. Mary Lou Shaw
Mrs. Arthur Shepherd
Mrs. Max Siegal
Mr. Edwin Skeen
Mr. William B. Smart
Dr. Wallace Stegner
Mrs. Florence O. Swanson
Mr. Ralph M. Tannenbaum
Mr. George S. Tanner
Mr. & Mrs. Obert C. Tanner
Mrs. Raymond Woolley Taylor
Mr. Samuel W. Taylor
Dr. Howard E. Thompson
Mr. & Mrs. Ralph D. Thomson
Dr. & Mrs. S. Lyman Tyler
Sister Joanne Upjohn
Mrs. Leon L. Watters
Prof. R. W. Van Norman
Mr. Sam Weller
Mr. & Mrs. Richard Westwood
Mrs. Oma E. Wilcox
Dr. Maxwell Wintrobe
Dr. & Mrs. Clark Young
Dr. Louis C. Zucker

Annual Members

Beginning Fall Quarter 1977, all library patrons donating $15 to the University of Utah Libraries, either as gifts or for purchase of a borrower's permit, have been entitled to annual membership in the Friends of the Libraries. Due to the resulting expansion of membership, it has become impossible to list individuals holding annual memberships.

Corporate Members

Bonneville International
Envirowest Inc.
Mountain Fuel Supply Company
Prudential Federal Savings & Loan Assn.

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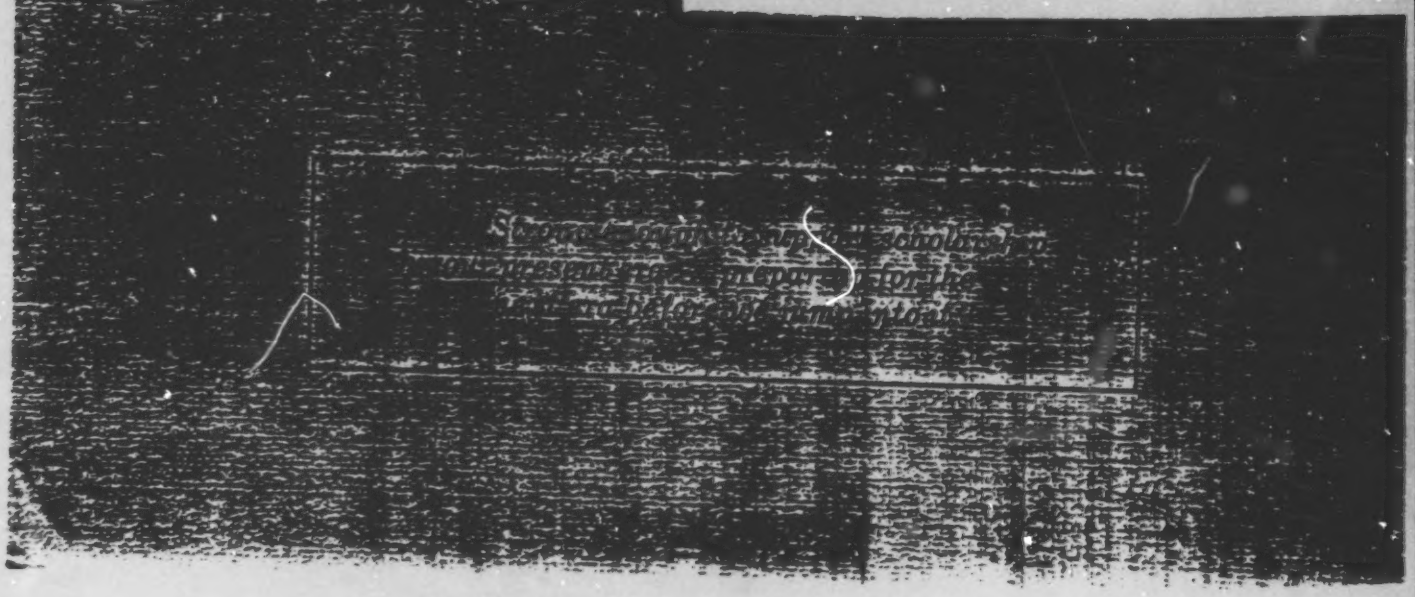
UNIVERSITY OF CALIFORNIA
SAN DIEGO

An Invitation from The Friends of

THE UNIVERSITY LIBRARY

University of California, San Diego



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"The objective is a library that encompasses all aspects of man's intellectual and cultural life as recorded in books. No other resource is as vital for creative research and inspired scholarship or means as much to the community UCSD serves."

Melvin J. Voigt
University Librarian
University of California, San Diego

FOREWORD

Underlying the physical design of the dramatic Central University Library at UCSD is a realistic philosophy of library development that can be wholeheartedly supported by the San Diego community at large as well as by scholars and students.

UCSD Chancellors before me have said:

"If new ideas are to come from old and if the wheel is not perpetually to be reinvented, we must have libraries . . . The library lies at the very core of scholarly study and investigation . . . It is the memory of society and the total recall of our civilization."
Herbert F. York

"Librarians must not only help to build centers of learning strong enough to support scholarship in our present era, but must also prepare themselves for the next era before we jump into it."
John S. Galbraith

John Galbraith also believed there should be more active regional cooperation among libraries. It made no sense to him, nor does it seem logical to me, for libraries in the same metropolitan area to compete with each other.

At the outset of my tenure as Chancellor, I joined with others in urging coordination among San Diego County's three major libraries (San Diego Public, San Diego State University, and our own) in the development of book collections. Our efforts ultimately bore fruit in formation of the San Diego Greater Metropolitan Library Council, comprised of some fifty libraries in San Diego and Imperial Counties. This was a significant advance, demonstrating the willingness of administrators to work together in marshalling more effectively the rich and varied library resources of the area. Formation of this consortium will preclude the needless duplication of many materials for which there is infrequent demand, and will guarantee, to all citizens, access to the wealth of materials acquired by the consortium. Also, it will insure that the area's libraries will, together, contain the informational resources necessary to meet the needs of California's second-largest metropolitan community.

It is now clear that there are certain holdings in which the various libraries should specialize. In UCSD's areas of strength—notably the humanities, and the social and natural sciences—we have a major responsibility to build broad and comprehensive collections. This is the challenge which faces us.

The purpose of this brief booklet is to invite you to join The Friends of the UCSD Library to help us meet this challenge.

William D. McElroy
Chancellor

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THE FRIENDS OF THE UCSD LIBRARY

Founded in 1961 as a non-profit educational corporation to bring together San Diego area residents with common interests and a common cause, to seek out book collections of importance to the UCSD Library, and to provide funds for the purchase of books and other materials for the enrichment of the Library's resources, The Friends of the UCSD Library is one of the oldest and most important University support groups.

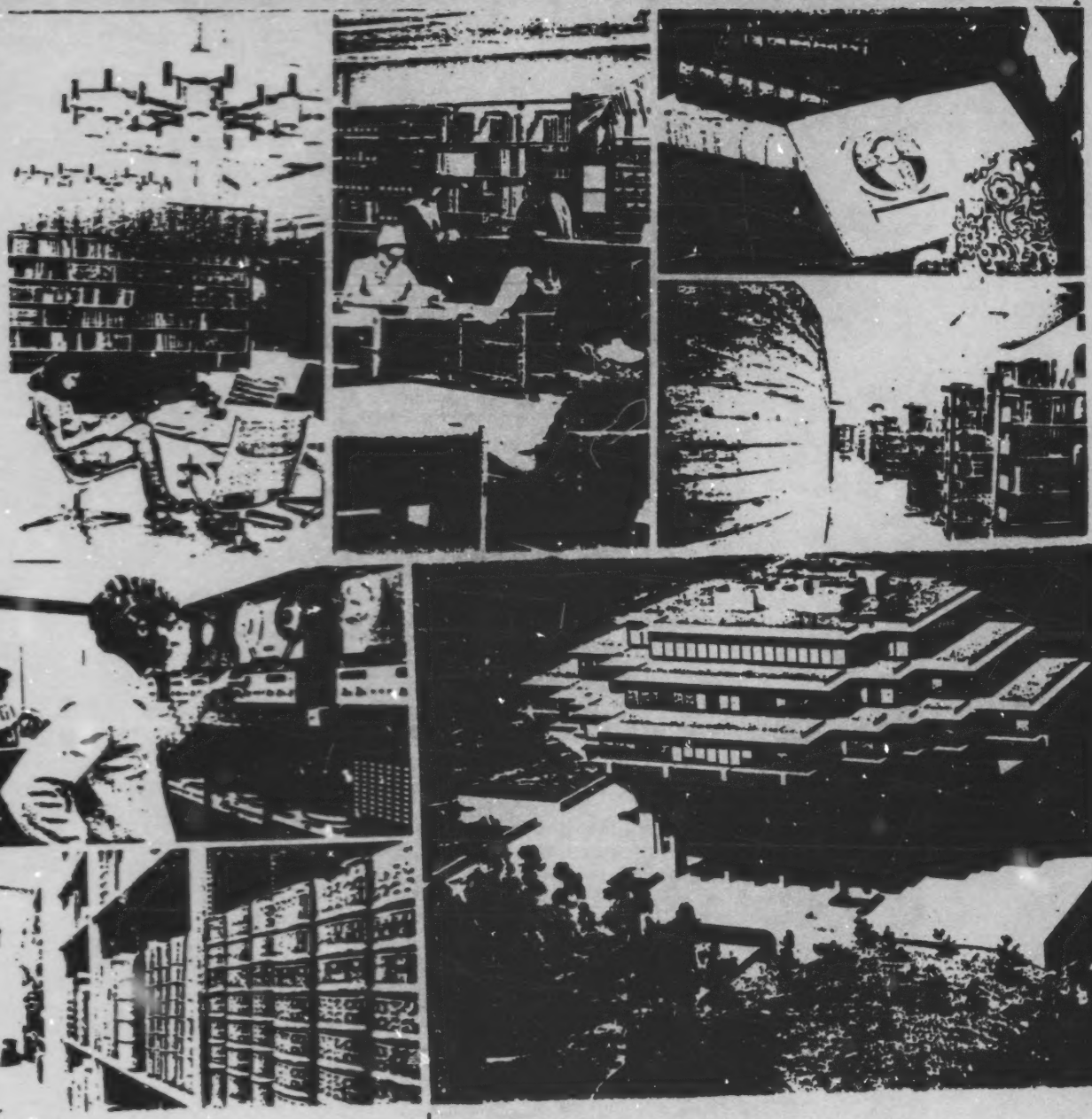
Activities of The Friends include regular meetings with outstanding speakers, publication of a newsletter and occasional keepsakes, sponsorship of specialized collections such as those on Baja California and California, organization of special events, and an annual book sale to raise funds for book purchases. Annual dues, contributions, and other income are used primarily for the acquisition of books important to the University, books that cannot be obtained through State funds.

WHY THE FRIENDS ARE NEEDED

Unlike the Los Angeles and San Francisco areas, the San Diego area has as yet no research libraries or specialized book collections of such distinction as the Huntington, Clark, Bancroft, or Sutro Libraries. In total resources the libraries of the UCLA Campus have more than three million volumes and those at Berkeley total more than four million. The resources of the UCSD Library may never equal those of the libraries at UCLA and Berkeley but UCSD must take a major role in supplying the informational needs of the San Diego area.

Although the UCSD Library has grown more rapidly than most new libraries and has set something of a record in acquiring a million volumes in little more than a decade, it continues to experience serious pressures for books and library services from the academic community and the community at large. The State of California supports library construction and acquisition budgets, but the task is far greater than the State alone can accomplish.

The UCSD Library has indeed built a collection of remarkably high quality, but increased private support is essential if a truly distinguished library is to be developed in San Diego.



HOW YOU CAN HELP

JOIN THE FRIENDS
You can band with those who believe that libraries are essential, not only for scholarship and research but for the enrichment and enlightenment of the community as well.

A membership application will be found on the last page. So that all interested persons may join The Friends, dues are scaled, starting at a nominal $15 per year. However, Friends are urged to join with memberships at the "Contributing" level or higher if they can do so. Membership cards may be used to withdraw books from UCSD libraries, subject, of course, to rules and regulations.

INFORM OTHERS ABOUT THE FRIENDS
The UCSD Library is a resource for all San Diegans. We trust that you will spread the word, urging all those who are interested in books and libraries and understand their importance to join. Copies of this

BEST COPY AVAILABLE

brochure are available to give to your friends. Call or visit the Library's Administrative Office (453-2000 Ext. 1959) for copies, or leave the names of persons to whom you wish copies mailed.

URGE THAT BOOKS BE GIVEN TO UCSD

The University instructional and research programs require an infinite variety of books, journals, and related materials. The Library will gratefully accept any single volume, collection, manuscript, historical document, or other material which will enrich its resources. With UCSD's enrollment constantly increasing, there is demand for duplicate copies of standard works as well as for out-of-print titles. If the donor is willing, books that are not needed in UCSD libraries are offered by The Friends of the UCSD Library in its annual book sales, and funds thus generated are used for essential acquisitions. Gifts and bequests to the UCSD Library are tax-deductible. Evaluations of book donations for tax purposes are based on the "reasonable market value" of such donations rather than on wholesale prices.

BECOME AN ACTIVE PARTICIPANT

The Friends of the UCSD Library offer many opportunities for member participation. Committees are appointed to advise on acquisitions and for program, membership, and publicity activities. Volunteers are invited to assist with book sales and meeting arrangements.

The Officers and Board of Directors are elected annually by the membership.

BEQUESTS, MEMORIALS, SPECIAL GRANTS

University staff membership will be glad to work with attorneys and other individuals in establishing the most favorable arrangements for bequests of library materials or funds. A booklet explaining the significance of private benefactions to the University of California and the legal and tax considerations involved is available on request. Copies of this booklet may be obtained from the University Librarian, or the Office of Alumni & Development, University of California, San Diego, 212 Matthews Campus, La Jolla, California, 92037. Gifts to the Library take many forms: they may be endowments, books, private collections, equipment, furnishings, sound recordings, rare documents, reference works, and funds for microfilming or tape recording of material of scholarly interest.

Books obtained as memorials contain bookplates inscribed with the name of the person remembered and the donor. Books presented as memorial gifts may be selected in subject areas appropriate to the interests of the individuals remembered.

Funds presented as memorial gifts will be used for the purchase of books or other materials in specific subject-areas if the donor so specifies.

Groups, service clubs, professional societies, and business firms may aid materially in accelerating the development of the Library by donating funds and promoting interest in the purchase of books and library materials. Donations can be made for special purposes, but there is a great need for reserve funds which can be used for purchases of opportunity, i.e. for purchase of collections of rare or unusual items that may be bought by other libraries if prompt action is not taken.

Books presented to the library by The Friends bear a bookplate as illustrated below.

presented to the
LIBRARY
UNIVERSITY OF CALIFORNIA · SAN DIEGO
by
FRIENDS OF THE LIBRARY

_____
donor

The Library has a Memorial Book Program which provides an excellent method of perpetuating the memory of friends and loved ones. Memorial gifts are acknowledged to the family by the UCSD Library by a card which reads as follows:

The University Library
University of California, San Diego
La Jolla, California
wishes you to know that it has received
a gift in memory of

presented by

You may join The Friends of the UCSD Library today by detaching and filling out the application form. Send it with your check to:

The Friends of the UCSD Library
The University Library
University of California, San Diego
La Jolla, California 92037

For further information or questions on gifts of books and other library materials write or call the University Librarian at Central University Library.
Telephone: (714) 453-2000, Ext. 1959

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THE FRIENDS OF THE UCSD LIBRARY

The University Library
University of California, San Diego
La Jolla, California 92037

I wish to become a member ☐ Renew my membership ☐ in The Friends of the UCSD Library and am enclosing my check in the amount of $ for my membership as indicated.

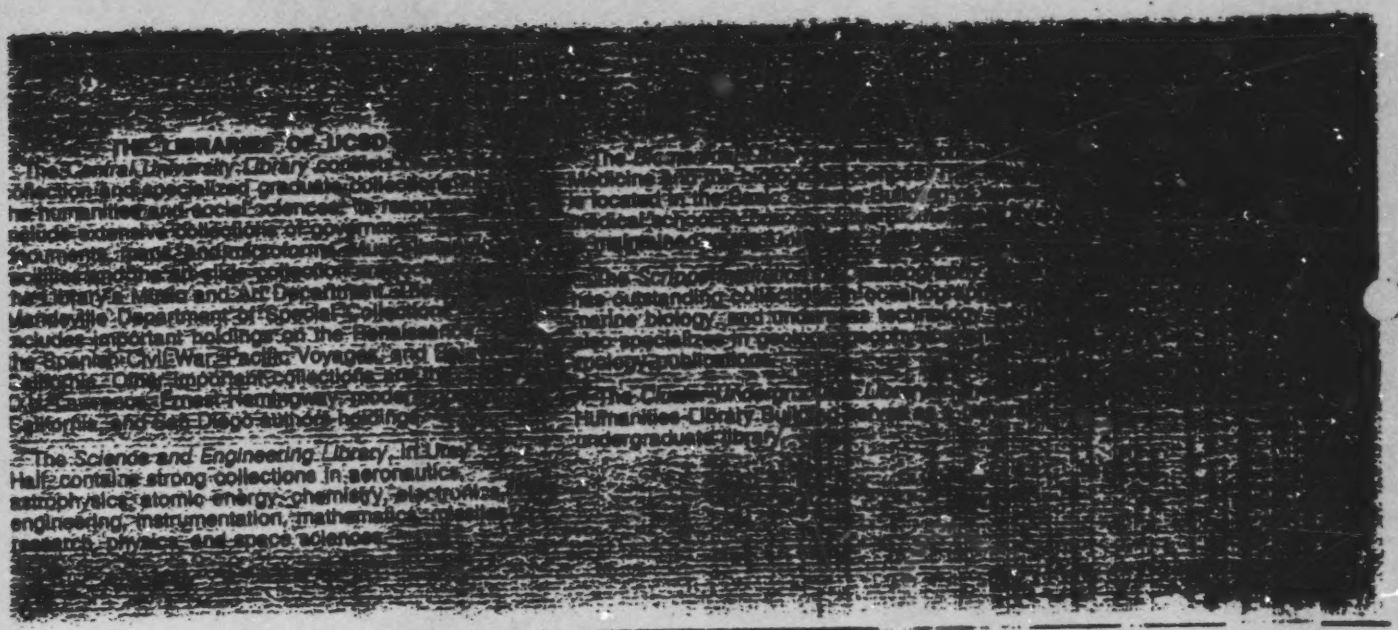
- ☐ UCSD Student *$5.00 per year*
- ☐ Associate *$15.00 per year*
- ☐ Participating *$25.00 per year*
- ☐ Contributing *$50.00 per year*
- ☐ Supporting *$250.00 per year*
- ☐ Founding *$1000.00 per year*
- ☐ Life *$5000.00*

NAME *(please print)*

STREET and NUMBER

CITY, STATE and ZIP CODE

Contributions to The Friends of the UCSD Library are tax-deductible



"If I have seen farther than other men, it is by standing on the shoulders of giants."
Sir Isaac Newton

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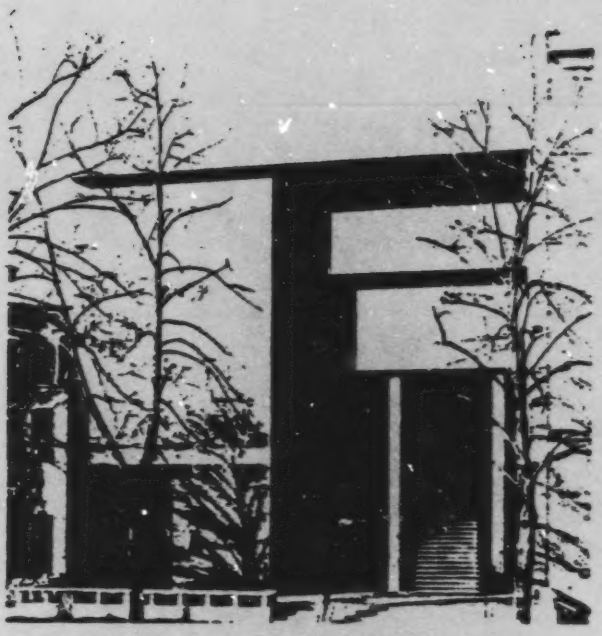
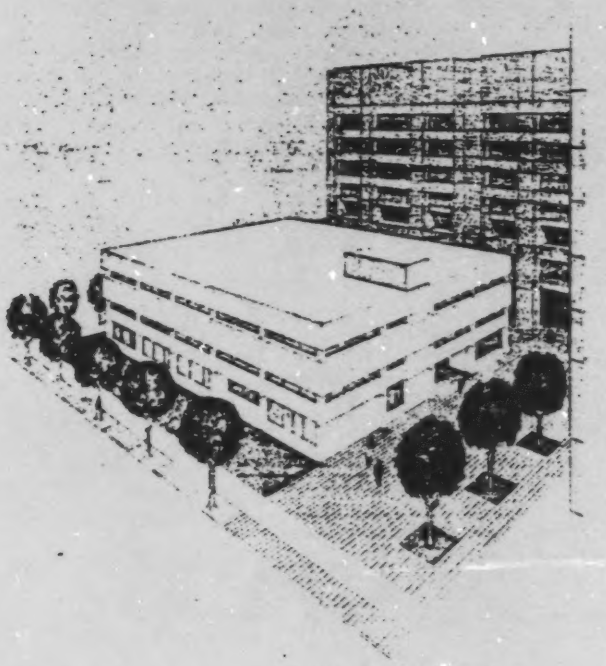


The Jacob Burns Law Library (1967)

FRIENDS of the LIBRARIES

The George Washington University



The Paul Himmelfarb Medical Library (1972)

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You Are Cordially Invited to Join

The Friends of the Libraries of George Washington University

For several years the libraries of The George Washington University enjoyed the active support of the Library Advisory Council which was composed of a small number of invited members. As time went on, however, it was apparent that interest in the libraries of the University was extensive, and on January 19, 1972, the Council voted to become the nucleus of the Friends of the Libraries of George Washington University, with membership open to all. This invitation is being extended to you because we have reason to feel that you are among the many who will wish to join with others in helping to develop the University's libraries.

PURPOSES AND OBJECTIVES OF THE FRIENDS

The By-Laws state that the object of the Friends is to assist the libraries in carrying out their role more effectively through strengthening their collections and promoting activities to make resources and services more widely known. Specifically, we hope our Friends will provide and help attract special collections and resources that support the University's instructional and research programs; sponsor special projects and activities; provide for others a better understanding of the University libraries and their role in our own academic setting; provide and attract new financial support to enrich the book collections of the libraries; and serve as a medium through which our friends may advance their own intellectual pursuits and share their enthusiasm for books and reading.

BENEFITS OF MEMBERSHIP

All members will receive the *Library Newsletter* which chronicles the activities and accomplishments of the Friends, and reports the programs of the Libraries themselves. Each Friend will receive annually an issue in a "Keepsake" series of reprints or first editions of materials illustrative of the University's history, or of the history of the District of Columbia.

All persons enrolled before the end of the calendar year 1972 have the status of Charter members. All members are entitled to special services that the libraries can offer such as advice on bibliographic matters, bindings, and appraisal of materials donated to the libraries.

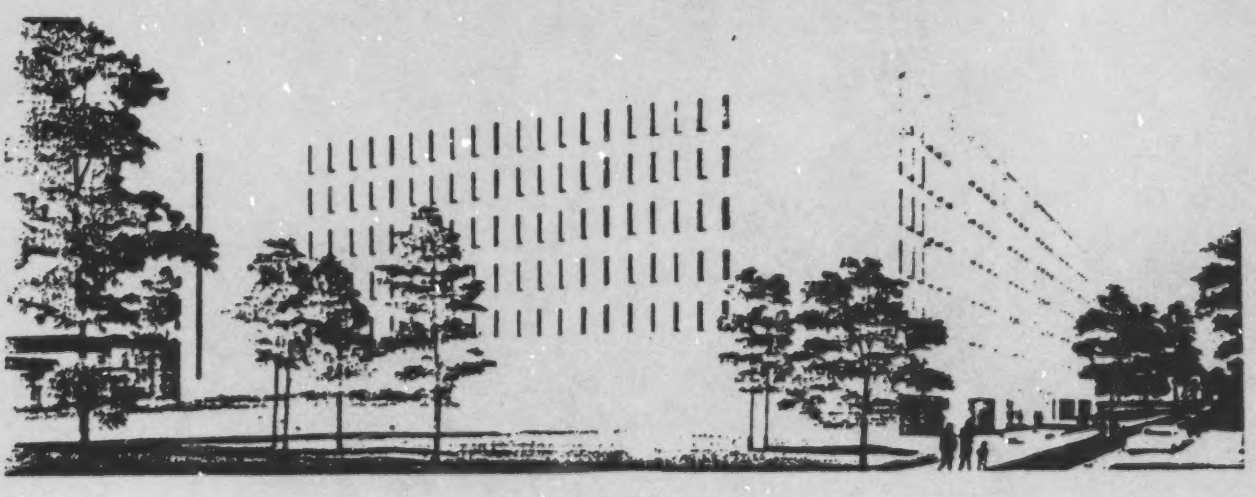
There is an annual membership meeting of the Friends, and members are advised of special programs, exhibits, lectures, and other activities of the University in which they may be interested.

THE UNIVERSITY LIBRARIES

The new University Library contains nearly 250,000 square feet, with space for nearly 1,000,000 volumes, and seating for 2,500 readers. Its interior is designed for a large variety of student and faculty needs, and its construction marks a signal milestone in the University's history. With this new facility, the University can offer a full library service for most of its students and faculty. With exhibit space and meeting rooms, Friends too can be introduced to its special collections and book rarities.

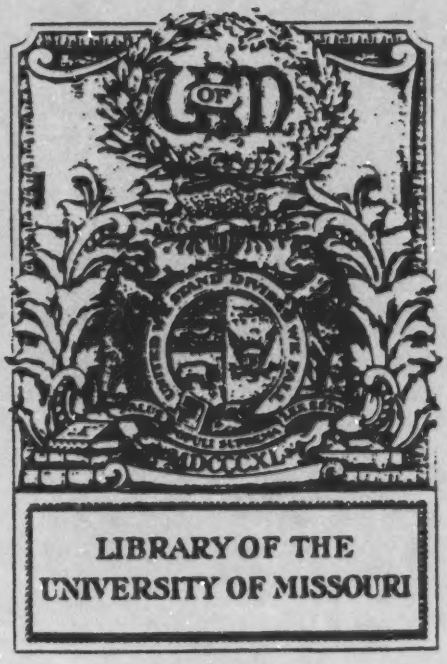
The Law Library, occupied in the fall of 1967, contains seating for 343 readers and shelving for up to 190,000 volumes. Adjacent to and connected with the National Law Center in Stockton Hall, it provides varied facilities for study and research for the members of the second largest law school in the United States. The Law Library is primarily a non-circulating reference collection intended mainly for use by the students and faculty of the Center.

The Medical Library with a capacity of 80,000 volumes and seating for 300 readers adjoins the new Basic Sciences Building of the School of Medicine near Washington Circle. Extensive facilities for the use of audio-visual materials are combined with other features to make this one of the most up-to-date medical library facilities in the United States.



The University Library (1973)

UNIVERSITY OF MISSOURI



Presented by

Through

Friends of the Library

A bookplate, like the above reproduction, marks all books given to the Library through the auspices of the Friends.

Founded in 1960 by a group of book-loving Missourians, *THE FRIENDS OF THE UNIVERSITY OF MISSOURI LIBRARY* became an immediate success. Over six hundred members in thirty-eight states and five foreign countries have availed themselves of the opportunity to aid the progress of a great library.

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The Library

Since its beginning in 1841, the Library has grown steadily in spite of the meagre funds of the University's early days and the disastrous fire of 1892. During those stringent times friends and their gifts were all important to the struggling institution.

Through the years the Library has collected rich stores of varied materials including the journal publications of the learned academies and major scientific institutions of the world. Today the University Library ranks among the leading research libraries of the nation.

Its Collections

In addition to the general collection there are six specialized libraries on the Columbia campus: Medicine, Veterinary Medicine, Law, Engineering, Geology, and Journalism. The total number of volumes is over 1,600,000.

The Special Collections include rare books, microfilms and other microforms. Among the rare books are fine examples of typography and the art of bookmaking as well as numerous first editions.

The Western Historical Manuscripts Collection, established by the University in 1943, contains the papers of Senators, Governors and other prominent Missourians together with those of private individuals. This unique collection is a valuable source of early and recent Missouri history. These archives are administered by the State Historical Society of Missouri which occupies the lower level of the main University Library building.

Role of the Friends

Although today the University Library is well supported by state funds, institutional buying cannot match selective collecting. Thus the need for Friends who will aid in the acquisition of unusual collections and significant items.

As a Friend you can interpret the University Library, its resources and its needs, to your community. Then in turn your interest will stimulate gifts and bequests from others. As a Friend you will enjoy library privileges and receive all our publications together with invitations to special events. As a Friend you will experience the satisfaction of a productive association with a great University.

Membership Requirements

Annual memberships are based on the following:

a. A gift of five dollars or more to the Development Fund of the University of Missouri, with the designation that it shall be used for the Library.
b. Friendly assistance in locating and obtaining specialized collections and manuscript items.
c. The gift of one or more meritorious books per year.
d. Making provisions in your will, or inspiring others to do so, leaving personal libraries and manuscripts to the University of Missouri Library.
e. Active promotion of our cause by securing new members and sending their names and addresses to the Secretary.

Life memberships consist of:

a. Honorary life members unanimously elected by the Executive Committee in recognition of assistance in acquiring outstanding collections for the University Library or for other extraordinary services contributing to the prestige of our Library.
b. Life members who have contributed one hundred or more dollars at one time to the Development Fund of the University of Missouri designating the sum for Library use.

Gifts and Giving

All gifts to the Friends, including property are tax deductible. Monetary gifts are used to build a reserve fund to ensure acquisition of particular materials and the incidental expenses involved.

Donors may give preference as to the use of their gifts. Some donors enjoy contributing in the area of their special interests or designate their gifts for a particular library in the University system. Many persons make memorial gifts in honor of their friends. Giving to a library is giving to the future of mankind. Libraries are never finished.

For further information about the Library of the University of Missouri and its Friends address:

The Secretary
Friends of the Library
University of Missouri
Columbia, Missouri

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JOHNS HOPKINS UNIVERSITY

Friends of the Library

ex LIBRIS

The Johns Hopkins University, Baltimore, Maryland

NEW SERIES VOL. III, No. 2 JANUARY 1979

Library Receives Historical Collection of Presidential Sheet Music

Lester Levy's collection of American sheet music, as many members of the Friends know, ranks foremost among private collections and, in certain limited respects, compares in importance to the vast copyright deposit at the Library of Congress. Building collections of this kind, in addition to the excitement of searching for elusive items and of indulging acquisitive instincts, has other rewards. One of these must certainly be the pursuit not only of the collectible itself but of its significance. With his four books* and many articles and lectures about his collection and its significance, Mr. Levy surely has informed (and benefited) a great many who are interested in and write about this country's cultural and social history. Another reward of the serious collector's interests, is, happily, a thoughtful and generous regard for libraries.

During the past year, Lester Levy presented one of ten known copies of the first edition of "The Star Spangled Banner" to the Library. (See the September 1977 issue of *Ex Libris* for an account of this and his earlier gift of "Banner" material.) More recently, he has donated to the Library that part of his collection which includes presidential and presidential campaign music.

As is often true of serious collectors, something of a chance event led to Mr. Levy's collecting of American sheet music. Forty some years ago he learned of a bargain that would interest someone who enjoyed playing the piano: twelve old pieces of sheet music for 50 cents each. After his next discovery, in a Maine book shop, of an old bound volume of 18th-century sheet music, it is doubtful if the collector in Lester Levy could have been suppressed. Evidently it could not, for his collection now numbers some 30,000 pieces, and there are about 1000 pieces in his recent gift of presidential music.

Obviously, only a limited survey can be given in the space available here, but, drawing from Mr. Levy's four books about American sheet music, it is possible to indicate something of the historical richness and variety of his collection. Its cornerstones are, of course, such pieces as

(Continued on page 3)

* *Grace Notes in American History. Popular Sheet Music from 1820–1900.* Univ. of Okla. Press. (1967).
Flashes of Merriment. A Century of Humorous Songs in America, 1805–1905. Univ. of Okla. Press (1971).
Give Me Yesterday. American History in Song, 1890–1920. Univ. of Okla. Press (1974).
Picture the Songs. Johns Hopkins Univ. Press (1976).

In Memoriam: Grace Frank (1886–1978)

Le tens qui s'en va nuit et jor . . .
—Guillaume de Lorris

Last spring the Friends of the Library lost one of its oldest, most learned, and most devoted members. Grace Frank, whose associations with Hopkins dated from 1919 and with the Friends from its foundation in 1931, died following a heart attack on March 22. The year before, Mrs. Frank had moved with her friend and companion of many years, Mrs. Bryson Burroughs, from their home in Roland Park to the Meadow Lakes retirement community in Hightstown, N.J. Although Mrs. Frank was but a few months short of ninety-two at the time of her death, she had throughout her long and remarkably busy life continued to maintain close ties with centers of scholarship. Happily, after the move to Hightstown, she was thus able to renew old friendships with medievalists and classicists in the Princeton area. It was characteristic of Mrs. Frank, however, that before leaving Baltimore she and Mrs. Burroughs (who had served as a vice-president of the Friends) assembled a collection of books from her own library and that of her late husband, Tenney Frank, which they delivered to Homewood. It was also characteristic of Grace Frank and Louise Burroughs that the gift to the MSE Library was made so quietly that no one realized their intention until after the books had been deposited. Fortunately, in the few days that remained before their departure David Stam was able to visit them and express the appreciation of the Friends and the Library.

(Continued on page 2)

Acting Librarian for Eisenhower Library

Dr. Richard A. Polacsek, Professor of Medical Bibliography and Director of the Welch Medical Library, is currently serving also as Acting Librarian for the Eisenhower Library. Director of the Welch Medical Library since 1969, Dr. Polacsek is well acquainted with the Homewood Campus Library. His academic background, administrative experience, and interests in the organization and use of research literature and information provide the Eisenhower Library with strong administrative guidance during the University's search for a successor to David Stam.

Born in Austria, Dr. Polacsek earned his Doctor of Medicine degree there in 1942. Later he trained in Science Librarianship at the Württemberg State Library in Stutt-

(Continued on page 4)

In Memoriam

(Continued from page 1)

Early and late, Mrs. Frank's life touched many university towns. She was born Grace Edith Mayer in New Haven on June 28, 1886, and was raised in Chicago, where she graduated from the University, in 1907. In the same year she married a young classicist, Tenney Frank, who had moved a few years earlier from a junior post at the University of Chicago to Bryn Mawr College. Mrs. Frank pursued graduate studies in Roman Languages at Bryn Mawr from 1908 to 1910, and, after an interlude of study during 1910–1911 at Göttingen and Berlin, she continued her work at Bryn Mawr from 1913 to 1916. In the latter year, her husband was nominated visiting professor at the American Academy in Rome, and she travelled with him to do archival work in the Vatican Library. This was but one of a number of visits to Rome under a similar aegis. One of the first of her professional publications was the result of her research at the Vatican. The then Prefect of the Library, Mgr. Achille Ratti, who was soon to become Pope Pius XI, assisted her in the discovery of a 14th-century French "mystère" that she subsequently edited as *La Passion du Palatinus* in the series "Les Classiques Français du Moyen Age" (1922).

In 1919 Tenney Frank (the paramount scholar of Roman economic history) was called to the chair of Latin at Johns Hopkins, and the couple moved to Baltimore, which was to be Grace Frank's home for fifty-eight years. In 1926, however, Mrs. Frank was herself appointed to a post at Bryn Mawr, and she continued that association until 1952, when she was named professor emeritus of Old French. During 1934–1936 she also held an appointment as visiting professor in Romance Languages at Hopkins. Although she commuted to her courses at Bryn Mawr for over a quarter century, Mrs. Frank maintained a close association with intellectual life at Hopkins, participating actively in scholarly organizations such as the Philological Association and serving on the editorial board of *MLN*. During her professional career she was also elected to the vice-presidency of the Mediaeval Academy (1948–1951) and of the Modern Language Association of America (1957).

Perhaps the best known of her scholarly works is *The Medieval French Drama*, published at Oxford by the Clarendon Press in 1954. She also published critical editions of other medieval French texts, notably the 13th-century miracle play by Rutebeuf, *Le Miracle de Théophile* (1925; second edition, 1949), and the 14th-century narrative poem, *Le Livre de la Passion* (1930). A meticulous philologist, Grace Frank was always alert to the human comedy and sensitive to the often striking modernity of her medieval authors.

Apart from her scholarly work, Mrs. Frank also published many reviews of contemporary fiction. The range of her lively interests extended into many other areas—from mountain climbing in her youth through horticulture, ornithology, and music, especially the piano. By most local accounts, she and her husband never missed a Baltimore performance of the Philadelphia Orchestra.

With characteristic generosity, Grace Frank and Louise Burroughs gave freely of their time and counsel in the affairs of the Friends of the Library. Their help could always be relied on, whether to serve as hostess at a tea, to plan the lecture programs, or to seek new members. One incident of about a decade ago comes especially to mind. The announced speaker for a Friends lecture was at the eleventh hour disabled by laryngitis. Mrs. Frank, already an octogenerian, immediately came to the rescue, modestly allowing that she had some remarks on François Villon that might do for the emergency. What she gave the Friends was a rich and memorable consideration of "Villon's Poetry and the Biographical Approach." In a season when biographical studies were clearly out of fashion, she made a reasoned and moving plea that what so distinguishes the work of Villon is the overwhelming sense that he "lived" his poetry. She concluded her talk with the comment, "When one remembers the originality of this poet, how little he owed to anyone or anything but himself and his experience, one realizes that, had he been able to look back on his accomplishment, he might truly have said with Marcel Proust's narrator in the library of the Prince de Guermantes, *'je compris que tous mes matériaux de l'oeuvre littéraire, c'était ma vie passée.'*" At least one auditor at that meeting of the Friends had the sure sense that the same might be said of the work of the critic, that the reading of poetry was enriched by a lifetime of scholarship and experience. Grace Frank will live in our memories as one of the most gracious, humane, and learned of *"les dames du temps jadis."*

Richard Macksey
The Humanities Center

Johns Hopkins Press Books Available

The following titles selected from the Fall List of the Johns Hopkins University Press are available to Friends at 20% off the prices listed. Please send orders, with payment in advance, directly to the Friends of the Library, The Milton S. Eisenhower Library, The Johns Hopkins University, Baltimore, Maryland 21218. Checks should be made out to the Johns Hopkins University Press.

Achenbaum W. Andrew. *Old Age in the New Land. The American Experience Since 1790.* $13.95.

Wortman, Sterling and Ralph W. Cummings Jr. *To Feed This World. The Challenge and the Strategy.* $25.00 (hardcover). $6.95 (paper).

Thoreau, Henry. *Collected Poems.* edited by Carl Bode. $4.95 (paper).

The Papers of Dwight David Eisenhower. Vols. I–V, The War Years. $85.00. Vols. VI–IX, The Occupation, The Chief of Staff. $85.00.

Aronson, Shlomo. *Conflict and Bargaining in the Middle East.* $18.95.

Library Receives Historical Collection

(Continued from page 1)

the first printed edition of "The President's March," composed in 1789 for Washington's inauguration; "Hail, Columbia," set nine years later to the music of "The President's March," "The Star Spangled Banner," published in Baltimore in 1814, and the only known copy of the march played at George Washington's funeral in Alexandria, Va. Its variety and scope show that soon afterward American sheet music began to reflect almost every aspect and significant event of American growth and development.

"Westward Ho" was published in Philadelphia in 1839, and by 1852 "The California Pioneers" had been published in California. Interestingly, both of these songs reflect romantic rather than realistic motives for the movement west, while "The Age of Gold" (c. 1853), with its punning lyrics and title page quote from Shakespeare—"Put Money in Thy Purse"—catch the Gold Rush fever more realistically. Aspects of immigration are marked in Mr. Levy's collection by such titles as "The Lament of the Irish Immigrant" (1840) and "Far, Far Upon the Sea" (1850). "The Underground Rail Car, or Song of the Fugitive" (1854) and many pieces of sheet music associated with *Uncle Tom's Cabin* reflect the mid-19th-century plight of blacks. In the drive for women's suffrage, the title page of "We'll Show You When We Come To Vote" (1869) presented the ticket of Susan B. Anthony and Mrs. George F. Train for president and vice-president, with the admonition to "Vote Early and Often."

Lithography was experimented with in this country in 1818, and the first lithographed sheet music title page appeared in 1826 for "The Log House," a copy of which Mr. Levy owns. A survey of only the titles in his collection shows that during the next fifty years lithographed title pages, many in color, provided Americans an entertaining, humorous, satirical, or serious coverage of the great and small events and issues of their lives.

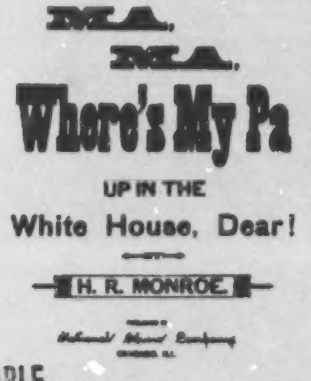
The energetic spirit with which Americans went about construction and expansion after the Civil War is reflected in the title pages of such songs as "Suspension Bridge Grand March" [across the Ohio River at Cincinnati] (1867), "Kansas Pacific RW Grand March" (1872), and "The Petroleum Court Dance" [celebrating Pennsylvania's first oil well] (1865) "Dedicated to the Ladies of the United States." A different aspect of the 19th-century American economy is reflected in "Inflation Galop" (1874), depicting the principal supporters of the "greenbacks" bill trying to blow up the Inflation Balloon, with Carl Schurz on top, attempting to hold it down, and President Grant standing alongside, cigar in mouth, with an air tube in his hand and a pained expression on his face. Song writers and lithographers poked fun at fads of the times, especially in feminine attire, as in "The Famous Grecian Bend" (1868), a kind of exaggerated bustle.

Disasters apparently were recorded quite promptly in sheet music, as "Homeless Tonight" (1872), about Boston's great fire of that year, and "The Torrents Came Upon Them" (1889), following the Johnstown Flood, indicate.

The collection of presidential sheet music that Lester Levy has given to the Library shows that 19th-century composers and lithographers did not neglect politics. Their songs and the title pages for them provide an interesting and rich account of the personalities, scandals, and emotions, as well as the triumphs and tragedies associated with presidential campaigns and with the presidency. "The Bryan Free Silver March" and "The Silver Knight of the West" mark the near victory in 1896 of Bryan and Free Silver. Another aspect of later American politics is put to song in "Tammany, a Pale Face Pow Wow" (1905), with its "stick together at the polls, you'll have long green wampum rolls." In the campaign of 1884, the accusation that Cleveland fathered the illegitimate child of Maria Halpin inspired, "Ma! Ma! Where's My Pa, Up in the White House, Dear!" which led to the Democratic chant,

> Blaine, Blaine, James G. Blaine,
> The continental liar from the State of Maine,
> *Burn this letter!*

This referred to a Blaine letter which disclosed contradicted statements he had made in public. The trial of Charles Guiteau, Garfield's assassin, occasioned "Guiteau's March to Hades." And, of course, Mr. Levy's gift reflects the great outpouring of music and song composed at the time of Lincoln's assassination.



Title pages from the Lester Levy collection of presidential sheet music given to the Library.

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Recent Gifts

During the past year, some 150 individuals and nearly as many corporations or institutions made gifts of books and manuscripts to the Library. Because of space limitations in *Ex Libris*, only those of rarity or unusual importance can be cited in each issue. But gifts, by members of the Friends and others, of books and funds for purchasing them continue to be a significant, even indispensible, means by which the Library can strengthen its collections in these times of soaring book prices.

In addition to the gifts described in the following paragraphs, the historical collection of presidential and campaign sheet music given to the Library by Lester S. Levy is described elsewhere in these pages.

• With a gift by **John F. Baldwin, Jr.**, the Library has acquired copies, inscribed by the authors, of John Dos Passos' *An Informal Memoir: The Best Times*. New York (1966); and James Michener's *The Quality of Life*. Illustrated by James B. Wyeth. Philadelphia (1970).

• **Dr. Judson L. Anderson**, a member of the Hopkins Geology Department, 1940–1951, has given the Library a copy of the "Baltimore Lectures" delivered at this university in 1884 by Sir William Thomson, later Lord Kelvin. With Sir William's permission, A. S. Hathaway, a Fellow in mathematics at the university, made stenographic notes of these lectures. A process called "papyrography" was used to reproduce them for printing the first scientific work published by the university: *Lectures on Molecular Dynamics: Notes of Lectures on Molecular Dynamics and the Wave Theory of Light. Delivered at The Johns Hopkins University. Baltimore . . . Stenographically reported by A. S. Hathaway. Baltimore, Copy-Right by The Johns Hopkins University, 1884.*

• **Robert W. Williams**, long-time member of the Friends, donated a fine copy of Amédée François Frezier's *Reis-Beschryving Door de Zuid-Zee, Langs de Kusten van Chili, Peru en Brazil . . . in de jaren 1712, 1713, en 1714. Door Den Here Frezier, Ingenieur des Konings van Vrankryk. Nevens eene Beschryvinge van de Regeringe der Yncas . . .* Amsterdam (1718). Frezier's account of his travels was popular. The first edition appeared in Paris in 1716, followed by later French, Dutch, and German editions. The first English edition appeared in 1717. It is interesting to note that Frezier's works included treatises on architecture. While none is represented in the Library's Fowler Collection of Architectural History, the Fowler copy of Cordemoy's *Nouveau Traité De Toute L'Architecture . . .*, the second edition of 1714, includes Cordemoy's answers to Frezier's criticisms of the Nouveau Traité . . . Perhaps book scouts in the Friends can help the Library to locate and acquire for the Fowler Collection a copy of Frezier's *La théorie et la pratique de la coupe des pierres et des bois, pour la construction des voûtes et autres parties des bâtiments civils & militaires, ou traité de stéréotomie à l'usage de l'architecture . . .* Paris 1937–39. 3 vols.

On Library Costs

The March 1935 issue of *Ex Libris* took note of the effect on academic libraries of the cost-price squeeze of those days. It observed:

> A study of forty of the larger colleges and university libraries, reaching alphabetically from Brown to Yale and geographically from Cambridge to Los Angeles, may not be wholly without interest. In the year 1933–1934 these forty libraries spent for books and periodicals $2,344,728 and for the salaries of their staffs $3,307,034. Their combined book-funds are less by nearly half a million than they were in 1929–1930; and this, since foreign purchases cost us a great deal more than formerly, is evidence of a large reduction in the number of new books added in recent years. Among these libraries, Harvard, with the largest university collection in the world, spent $215,777 for its book-fund and for books and salaries together, $378,094.

According to figures compiled by the Association of Research Libraries, Harvard's 1976–77 expenditure for books and periodicals was $4,722,036 and its total operating budget $13,307,617. In the same period, the combined expenditures of Harvard, Yale, Columbia, and Princeton for books and periodicals alone exceeded $13,000,000, and each library was seriously concerned with reducing the number of periodical subscriptions. For 1976–77, Johns Hopkins expenditures for books, periodicals, and other library materials were $1,174,145.

Acting Librarian

(Continued from page 1)

gart, Germany. As Director, 1965–1969, of the University of Ulm Library, Dr. Polacsek was responsible, in a newly developing institution, for establishing its effective and well-coordinated library system. As an author, translator, and editor, he has contributed to journals in medical and library science.

• **David H. Stam** has given the Library an important edition of the *Works* of Sir William Temple, diplomat and essayist, whom Jonathan Swift served as secretary. The full title is *The Works of Sir William Temple. To Which is Prefix'd The Life and Character of the Author, Written by a Particular Friend: Never before Publish'd with his Works.* 2d ed. London (1731).

• **Mrs. Theodore Morrison** presented, in memory of Bertram Benedict, a graduate of Johns Hopkins, a copy (decorated with a fine fore-edge painting) of William Falconer's *The Shipwreck*. London (1818).

It is gratifying to report here that **James Michener**, when he delivered the second annual Harry G. Pouder Memorial Lecture at the University, asked that his honorarium be given to the Library for the purchase of books.

Computer Terminals Extend Library's Bibliographical Services

With the installation last summer of two OCLC terminals in the Eisenhower Library's Reference area on M level, Hopkins students and faculty now have on-line access to a data base of over 4,000,000 bibliographic records in some 1600 libraries. They can, by using simple search keys based on author, title, International Standard Book Number, or other identifier, search this data base to verify the existence of a book, to extract author bibliographies, or to locate a particular book—at Eisenhower or some other library.

OCLC, a non-profit membership organization based in Columbus, Ohio, began as a computerized cataloging system. It enabled member libraries to obtain bibliographical information from a central data base on a cost-effective, on-line network basis. As member libraries cataloged books not yet in the system's data base, they entered this cataloging into the system, thus contributing to its enlargement for the benefit of other members of the OCLC network. Every time a library now uses an existing record or enters a new record, that library's holding symbol is added to the bibliographic record. As a result, the data base provides an invaluable source of library holdings information and is becoming, in effect, an on-line national union catalog—a linkage of bibliographical data that will enable libraries to share, rather than duplicate, the costs of expensive or little-used research materials. Indeed, in 1979, OCLC will offer on-line interlibrary loan service, which will enable borrowing libraries to transmit requests directly to lenders via OCLC terminals.

Beyond providing Eisenhower Library with efficient cataloging and interlibrary loan services, the OCLC terminals on M level now provide students and faculty effective time-saving bibliographical assistance. For example, most pre-1967 English language monographic works and a growing number of foreign language and older works are now available in the data base. Consequently, it is now possible, using the OCLC terminals, to obtain in a very short time a near complete list of the works of a great many authors. Put another way, one search of this rapidly expanding, computerized system will retrieve most of the material by or about an author that previously could be found only in a manual search among the 500-plus volumes of the *National Union Catalogue*.

In making such a search, readers should bear one practical caution in mind: The call numbers found on records in the data base are master records and not always those used in the Eisenhower Library, where local modifications have been made in constructing them—especially for literary works. The reader should verify call numbers in the card catalog before looking on the Library's shelves for a book.

As a by-product of its OCLC membership, the Eisenhower Library receives computer tapes of all cataloging transactions, including any modifications made to master records. The information on these tapes is in a standard format for bibliographic information and could be used in the future to form the data base for a local computerized, on-line catalog. Such a catalog would provide quick access, including access to JHU call numbers and subject headings, to this Library's holdings. Moreover, it would permit transforming the present card catalog from a static file with many outdated subject and other headings into a dynamic tool which can easily be changed to keep up with current usage.

Friends of Eisenhower Library can arrange for a demonstration of the OCLC system by calling Johanna Hershey, Head of Cataloging, at 338-8329.

Johanna Hershey

Friends' Membership Application

Please enroll me as a member of the Friends of the Johns Hopkins University Library in the membership category checked below.

Friend	$15	☐
Contributing Friend	50	☐
Sustaining Friend	100	☐
Patron	500 or more	☐

I wish to allocate my membership contribution to the following:

- ☐ Unrestricted Library Use
- ☐ Milton S. Eisenhower Library
  Arts and Sciences
- ☐ Albert D. Hutzler Undergraduate Library
  Arts and Sciences
- ☐ William H. Welch Medical Library
  School of Medicine
- ☐ Sydney R. and Elsa W. Mason Library
  SAIS
- ☐ Bologna Center Library
  SAIS—Bologna, Italy
- ☐ Interdepartmental Library
  School of Hygiene and Public Health
- ☐ Peabody Conservatory Library

Name _____

Address _____

_____

(Please make checks payable to The Johns Hopkins University and send to the Friends of the Library, The Johns Hopkins University, Baltimore, Maryland 21218.)

FRIENDS CALENDAR—WINTER-SPRING 1979

February 15—*A gap in Colonial History. Translating, interpreting, and publishing New Netherlands colonial records*
Dr. Kenneth Scott, formerly of the History Department, City University of New York.
Evergreen House, 7:30 p.m. Reception following.

March 15—*Editorial cartoons from the John Work Garrett Library collection*
An exhibition and panel discussion moderated by Garry Wills. Everygreen House, 7:30 p.m. Reception following.

April 19—*Nullius in verba. Books and printing in early modern science*
Dr. Owen Hannaway, chairman, History of Science Department, The Johns Hopkins University.
Evergreen House, 7:30 p.m. Reception following.

May 10—Spring membership meeting. Evergreen House, 5:00 p.m. Refreshments on the terrace, weather permitting.

Members: Mark your own calendars now.

ex LIBRIS
Milton S. Eisenhower Library
The Johns Hopkins University
Baltimore, Maryland 21218

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TULANE UNIVERSITY

FRIENDS OF THE LIBRARY SURVEY

DATA ANALYSIS

Prepared For: Tulane University Library

By: Systems and Procedures Exchange Center
Office of University Library Management Studies
Association of Research Libraries
1527 New Hampshire Avenue, NW
Washington, DC 20036

March 25, 1974

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1. Friends of the Library Survey Data Analysis
2. Data Analysis Tally Sheets
3. List of Non-SPEC Libraries Surveyed
4. Tabulated Questionnaires
5. Responses from San Francisco Public, University of Houston, Florida State and Tulsa Public which arrived after the data was analyzed.
6. Documentation from libraries included in the data analysis which arrived after March 18.

Response to Survey

Type of Library	Libraries Responding	% Responding
Small university	9	60%
Special	10	77%
Public	31	72%
SPEC member	63	73%
TOTAL	113	72%

Responding Libraries with Friends of Library Organization*

Type of Library	Yes	No	Total
Small university	5	4	9
Special	4	6	10
Public	19	12	31
SPEC member	33	30	63
TOTAL	61+	52*	113

+ Includes four libraries which are now forming FOL organization.

* Includes one library which formerly had FOL organization.

Proportion of Responding Libraries with Friends of Library Organization

Type of Library	Proportion Yes	Proportion No	Proportion Total
Small university	.55	.44	1.00
Special	.40	.60	1.00
Public	.61	.39	1.00
SPEC member	.52	.48	1.00

Distribution of Friends of Library Organization Data Among Types of Libraries

Type of Library	% of FOL
Small university	8%
Special	7%
Public	31%
SPEC members	54%
TOTAL	100%

Number of Members of Friends of Library Organizations

Type of Library	N	Range	Mean
Small university	3	104-750	147
Special	4	250-2400	929
Public	12	100-1565	568
SPEC member	29	73-2500	621
TOTAL	48		541

Membership Categories

Except in Special libraries, most organizations have four or more categories of memberships. [Thirty-five percent offer student memberships.] Special libraries tend to have one, all-purpose category. Cost of membership varies a great deal within most Friends of the Library organizations as well as between organizations.

Average Cost of Least Expensive Non-Student Membership

Library

	Small Univ. (N=4)	Special (N=4)	Public (N=16)	SPEC Member (N=34)
COST PER YEAR	$7.00	$34.00	$4.00	$12.50

Age of Organization

Friends of the Library organizations seem either to be well-established or recently begun. Relatively few were begun between 1954 and 1970.

Founding Date of Organization

	Small Univ. (N=4)	Special (N=4)	Public (N=19)	SPEC Member (N=35)	Total (N=62)
1970-present	2	2	7	10	21
1964-1969	0	1	3	2	6
1954-1963	1	0	4	3	8
before 1954	1	1	5	20	27

Origins of Friends of the Library Organization

In most cases the library staff was involved in the foundation of the organization, usually in combination with patron groups. There were, however, several cases, particularly in larger libraries, in which patrons organized without library staff involvement.

Primary Groups in Founding Friends of the Library Organization

	Type of Library			
	Small Univ.	Special	Public	SPEC Member
Group	librarians	librarians	librarians	librarians
	alumni		civic leaders	alumni
	faculty			faculty

Membership Composition

In all types of libraries membership seems to be well distributed among available populations.

Membership of Friends of Library Organization

Group	Type of Library: Small Univ. (N-4)	Special (N=4)	Public (N=16)	SPEC Member (N=35)
book collectors	3*	4*	6	26*
civic leaders	2	4*	14*	25
community professional people	3*	4*	14*	27*
business people	2	3*	13*	23
alumni	4*	0	0	29*
faculty	4*	1	2	33*
student	2	0	3	19
other	3	3*	5	14

* 75% or more of this type of library enrolls this group in their Friends of the Library.

Objectives of the Organization

Objective	Type of Library: Small Univ. (N=4)	Special (N=4)	Public (N=16)	SPEC Member (N-34)	Total (N=58)
Fund Raising	2	1	13	22	38
Development of Support for Library	4	4	16	29	53
Advisory to Library Administration	0	0	1	2	3
Other	2[1]	1[2]	4[3]	13[4]	20

1 Special collections

2 Volunteer program

3 Scholarships, public relations, volunteer program, program development

4 Special collections, exhibits.

Relationship of Friends of the Library to the Library Administration

Virtually all of the libraries reported a working relationship with their Friends organization. This most often takes the form of the library director or other senior staff person sitting on the governing council of the Friends. Direct financial support from the library is rare.

Type of Operating Relationship Between Library and Friends of the Library

Type of Relationship	Small Univ. (N=4)	Special (N=4)	Public (N=15)	SPEC Member (N=35)	Total (N=58)
Office space in library	3	3	9	19	34
Clerical support in library	3	4	11	27	44
Working relationship with administration	4	2	13	29	48
Direct financial support by library	1	0	2	9	12

Governance of Friends of the Library Organization

With the exception of a few groups which find no need for formal organization, the standard president, vice-president, secretary-treasurer pattern prevails, often with the addition of an extra secretary or program chairperson. The governing board is usually composed of the officers and several board members, with the library director ex-officio.

Activities of Friends of the Library Organization

Type of Library

Activities	Small Univ. (N=4)	Special (N=4)	Public (N=14)	SPEC Member (N=33)	Total (N=55)
regular meeting	1	2	5	19	27
political support	0	0	1	0	1
book reviews	0	0	1	2	3
book sales	1	1	9	5	16
lectures	1	2	7	11	21
social events	2	2	6	11	21
shut-in service	0	0	2	0	2
summer programs	0	0	1	0	1
awards and scholarships	0	0	3	5	8
special exhibits	0	0	2	9	11
collection building	1	0	0	0	1
tours	0	1	1	2	4
publications	2	1	13	27	43
concerts	0	1	3	1	5
films	0	2	2	0	4

Accomplishments of Friends of the Library Organization

Type of Library

Goals	Small Univ. (N=4)	Special (N=4)	Public (N=14)	SPEC Member (N=33)	Total (N=55)
fund raising	3	2	16	30	45
special collections	4	4	16	25	46
community support	1	2	14	15	30
other	0	0	4[1]	10[2]	16

1 Program development

2 Publications, long-range planning

Problems Encountered by Friends of Libraries Organization

Type of Problem	Small Univ. (N=4)	Special (N=4)	Public (N=14)	SPEC Member (N=33)	Total (N=55)
none	1	2	5	10	18
inertia	1	0	1	0	2
lack of membership	2	0	4	11	17
facilities	0	1	0	0	1
policy or authority disputes	0	0	2	4	6
demands on library staff	0	0	1	4	5
heterogeneity of membership	0	1	0	0	1
financial	0	0	0	6	6

Revenues

The amount of funds generated by Friends organizations varies a great deal, from a few hundred to well over a hundred thousand dollars per year. Libraries did not respond consistently to question IV E, "What revenues are brought in by the Friends Organization?" Some responded with dollar amounts, some with revenue sources, and several did not answer.

Distribution of F.O.L. Revenues

Type of Library

Use of Funds	Small Univ. (N=4)	Special (N=4)	Public (N=13)	SPEC Member (N=32)	Total (N=53)
Special projects	2	3	13	28	56
General budget	3	2	3	14	22

Other Fund Raising Activities

Some libraries listed activities here which were most often named in response to question IV A. With the exception of direct solicitation of donations these activities might be listed with general activities.

Type of Library

Activities	Small Univ. (N=4)	Special (N=4)	Public (N=14)	SPEC Member (N=35)
Solicit funds directly for special collections, buildings, general	1	2	4	13
None	3	2	6	20
Book sale	0	0	3	0
Scholarships	0	0	1	0
Special Projects	0	0	2	9

TULANE UNIVERSITY

Committee Report of the Friends' Planning Group

by

Ann Gwyn, Chairman
Sarah Churney
Karen Furlow
Anne McArthur

Tulane University Library
May, 1974

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Introduction

The Friends' Planning Group, which was appointed by Mr. Robert Patterson in November, 1973, consisted of Ann Gwyn (chairman), Sarah Churney, Karen Furlow and Anne McArthur. The group was to be a fact finding committee to gather information about Friends' Organizations in other libraries and it was hoped that the results of this research would be helpful in the formation of a Friends' group for the Tulane University Library in the near future.

Methodology

The committee started its research by reading articles about Friends' organizations in library journals from the present back to 1949. Of the numerous articles read, only twenty-one seemed specific enough to be helpful to our study and these we summarized in a table, indicating the goals, accomplishments, activities and publications of the Friends' groups described.[1] In this group of twenty-one, only six concerned university libraries and only one article was written in the 1970's.[2] It became obvious that we needed more current and appropriate information.

The committee then decided to make a survey of existing Friends of the Library organizations by sending out a questionnaire to a selected group of university, public and special libraries. We were particularly interested in such questions as how long each Friends' group had been in existence and whether it had been started originally from within the library itself, or by others outside the library; how many members the group now had, who they were, and how much membership dues were; what the chief objectives of the group were and how

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1. See Appendix I

2. Columbia Library Columns, 20: 3-15, May, 1971

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successful it was; what kind of assistance was given to the Friends by the library in the way of clerical help, office space, and financial support. We particularly hoped to find out what revenues were brought in by the Friends and where they came from, as well as how these revenues were used. We also wanted to find out what kind of activities were held, including any large fund drives which had been organized for the library in the last five years, and what publications, if any, the Friends sponsored. The committee incorporated all these questions into a questionnaire, along with a request for any available documentation: constitutions, by-laws, publications, invitations and advertisements. Mr. Patterson suggested we should use the services of the Systems and Procedures Exchange Center (SPEC) of the Association of Research Libraries to run the questionnaire survey for us, as they have the staff and equipment for such an undertaking. SPEC agreed to send out a slightly revised form of our questionnaire[3] to all SPEC member libraries (88), as well as to our selected list of public (43), small university (15), and special (13) libraries, making a total of 159. These questionnaires were all sent out by the second week of February, 1974, with a deadline return request of March 1. A follow up letter to those not replying was sent out in early March. By the end of March SPEC had sent us all the returned questionnaires, plus their own brief analysis of the results.[4] The charge for the services of SPEC was just under $200. SPEC also made a flyer and kit with the information received from the survey, which is available to all interested libraries.

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3. See Appendix II

4. See Appendix III

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General Response

The general response to the questionnaire was good, 129 of the 159 being returned by the end of March, or a return of 82%. Of these, 57% gave affirmative replies and 44% negative ones. Fifty six percent of college and university libraries surveyed have Friends organizations and 45% do not. A slightly larger percentage of public libraries (60%) have Friends' groups and 41% do not, and of the special libraries in the survey, 54% have Friends' groups and 47% do not. The following analysis is based on 64 usable positive returns[5], of which 59% were from college and university libraries, 33% from public libraries and 7% from special libraries. A summary of the most important information on these questionnaires can be seen in the thirteen page table prepared by the committee.[6]

Names of Friends Organizations

Seventy eight percent of Friends' organizations are called Friends of the ... Library and 22% are known by other names. Associates of the ... Library is the most frequently used other name, with Society, Association, and Associated Friends each occuring once. The names Colophon and Grosvenor Society also occured once.

Origin

The earliest Friends' organization started in 1923 and the next did not occur

5. Five positive returns arrived too late to be included in anything but the overall return total. Two others responded affirmatively without giving details and two others are in the planning stages. These were all included in the grand total, but nowhere else.

6. See Appendix IV

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until 1930. Table 1 shows the general distribution of the date of origin of the sixty libraries responding to this question.

Table 1 Date of Origin of Friends' Groups

Year	Friends Groups N=60
1923	1
1930-34	6
1935-39	7
1940-44	5
1945-49	2
1950-54	7
1955-59	4
1960-64	9
1965-69	2
1970-74	17

The striking thing about this data is the large proportion of groups starting since 1970. There are also two other groups, not included in our sample, which are presently forming. It seems that many libraries are feeling financial pressures and looking for other ways to supplement their budgets.

How originated

Of all libraries surveyed, 55% were involved in starting their own Friends' groups. Sixteen percent of these groups were started entirely by the library itself and 39% were started jointly by the library and other interested people. Forty five percent of the Friends' groups were started solely by interested people from outside the library. In university libraries 12% of the Friends' groups were started by the library itself and 40% in conjunction with interested people. Forty seven percent of university Friends' groups were started by interested people alone. By far the largest group of interested people in University Friends' groups were faculty and alumni, with book collectors running a poor third. Civic leaders and business people were mentioned several

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times each and students twice. In university libraries there seems to be a clear pattern of Friends' groups starting from within the library itself, with the active support of the faculty and alumni, or the faculty and alumni working alone. In two instances faculty wives were mentioned as being particularly instrumental, and in two other cases a university president and a chancellor were the key figures.

In public libraries the pattern is slightly different. Forty eight percent of Friends' groups connected with public libraries were started by the library alone or with the help of interested people, and 53% were started by interested people only. (In comparison to 52% starting with library help and 47% by patrons in university libraries). The interested people connected with public library Friends come from quite a different group, as might be expected, the most active being civic leaders, then business people and book collectors following some distance behind. Two groups particularly mentioned women's clubs as being especially active. Civic leaders, however, were certainly the most frequently mentioned. Of the five special libraries responding to this question, three Friends' groups were started by the library alone and two with the assistance of interested people. In no case did interested people alone start a Friends' group in a special library.

Objectives

The questionnaire suggested three possible objectives for Friends' groups: fund raising, development of support for the library, and advisory to the administration. As well as these, a space was left for other objectives to be described. Of the sixty two libraries responding to this question, forty gave as their objectives both fund raising and support (55%) and three, in

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addition, mentioned advisory to the administration. Twenty three percent said that general support of the library was the sole objective of their Friends and only three libraries said fund raising was their sole objective.

Thirty seven university libraries responded to this question, 60% saying that fund raising as well as to develop support for the library was the purpose of their Friends and two mentioned advisory to the administration as well. Only 25% have development of support for the library as their sole objective and 9% fund raising only. Thirty percent said that funds and gifts for special collections was one of their main objectives and 14% that support of special collections was their only objective. Other objectives mentioned were "promote culture", "promote town and gown relations", and "to sponsor exhibits and lectures".

In the literature published by various university Friends' groups the main purpose is often expressed in rather vague terms: "enrichment of the library", or, "to encourage understanding and appreciation of the work of the library", although some are very specific. The Harvard College Library Friends' brochure explains the purpose of their Friends as being to acquire special purchases: "Friends' income is devoted to acquisitions and to the Harvard Library Bulletin: none is used for bricks and mortar or housekeeping". Columbia Friends uses its funds in much the same way, though stating it in rather more general terms: "In helping preserve the intellectual accomplishment of the past, we lay the foundation for the future". Princeton, Yale and Dartmouth all express their purposes in a similar manner.

On the other hand, there are groups whose purposes are quite different. The University of Massachusetts Library Friends' invitation pamphlet puts it in this outspoken way:

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> "The University of Massachusetts Library doesn't intend to compete with Priceton. It isn't dreaming of rare and expensive collector's editions. It does want primary source material in microfilm and other formats. And although its most urgent need is money, it would welcome the donation of university-level books, periodicals, and other materials."

The University of Houston Library Friends' states its main purpose as "Development of the Library", and then goes on to show how a $15.00 contribution can pay for the purchase and cataloguing of a circulating book. It also puts out a "Selected list of current Gift Opportunities", not the more usual desiderata list of rare items, but works in all subjects, many of them standard reference works needed by the library, ranging in price from $12,000 (a German work on inorganic chemistry), to $50.00 (a basic work in music). There is also the National Women's Committee of Brandeis University, a unique national Friends' group with 44,000 members, which has as its purpose: "The support of the Library". (It does, in fact, fund over half the total library budget). Although it would be impossible to duplicate a group such as this, it is interesting to see how they solicit funds for such unglamorous items as journals, ("Become a Learned Research Journal Patron for $25.00") and circulating books (contributions of $2.00 and up with various bookplates according to the amount given).

In the constitution and by-laws of Friends' groups there is almost always a statement of purpose and objectives. These statements are generally quite short, often only one sentence, and they mention some or all of the following points: to bring together people interested in books; to promote and publicize the interests, usefulness and resources of the library facilities through publications, programs, exhibits and other means; to secure gifts, bequests and provide funds for the purchase of material for the library. Occasionally

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(three out of twenty-four constitutions examined) the phrase "beyond the resources of the library budget" is added here. One group (Stanford) explicitly states "support of the libraries' acquisition program in special collections and rare materials". The majority of statements in constitutions of Friends' groups, however, are quite general. The following are some examples:

(Princeton) "The object of the Friends of Princeton University Library is to promote the interests of the Princeton University Library".

(U. of Mass.) "The purpose of the organization shall be the enrichment of the total resources and facilities of the ... Library".

(Boston U.) "The purpose of this organization shall be: To maintain an association of persons interested in developing the collections and facilities of the university libraries, in expanding the cultural opportunities of the University through the Libraries, and in forming a service organization for the Libraries".

(Emory) "The purposes of the Association are to promote among the alumni and the public an interest in the Libraries of Emory University, to provide ways to give them a fuller understanding of the role of the Libraries in education, to serve as a medium of encouraging gifts and bequests in support of the libraries, and generally to assist Emory University in showing through exhibits, programs, publications and by other means, the resources of the university and its Libraries".

(U. of Oregon) "Its object shall be to promote the usefulness and welfare of the University Library, especially by securing additions to its resources through contributions of books and funds".

CONSTITUTIONS AND BY-LAWS OF UNIVERSITY LIBRARY FRIENDS' GROUPS

Appendix V includes a table summarizing the contents of constitutions and by-laws of university libraries. It does not represent all the Friends groups surveyed, but only those which sent actual documents. In addition, one proposed constitution is included, as well as model by-laws drawn up by the Friends Committee of ALA.

The table represents a profile of the data; provisions occuring in only a few of the constitutions were not included. The terms "governing board" and "executive group" were used to differentiate between two governing bodies within a Friends' group. When the group only had one governing body, it was placed in the "Governing Board" column.

Yes/No was used to represent whether the information was included in a constitution. Sometimes a yes represents an entire article, sometimes only a phrase or sentence including the information.

SPEC concluded that "With the exception of a few groups which find no need for formal organization, the standard president, vice-president, secretary-treasurer pattern prevails, often with the addition of an extra secretary or program chairperson. The governing board is usually composed of the officers and several board members, with the library director ex-officio". Within this framework, there is some variation of titles and of numbers of officers. Of the 21 organizations which sent charts, the number of officers ranges from 2 to 12. Four or five officers seems standard.

The constitutional organization of Friends' groups is not uniform. Ten groups have both consitutions and by-laws, five have constitutions only,

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and six have by-laws only.

There are also some differences in the governing body of the Friends' groups. Twelve groups have two governing bodies, while nine have only one. When the group has two bodies, one is usually larger (ranging from 5 to 33 members) and is variously called Council, Trustees, Board of Directors. Its function is to govern between meetings of the Friends. The smaller group (executive committee ranges from 4 to 9 members) governs between board meetings and usually includes the library director.

There is usually overlap between executive committee and board, and between officers and executive committee.

The ALA model by-laws are representative of the types of provisions included in most of the more structured constitutions (or by-laws) reviewed. It is concise and undetailed, especially in the description of duties of officers and executive committee (of which there is only one). Probably the most specific section is that dealing with purpose and relating to the form of non-profit corporation to be established.

PROPOSED MODELS FOR THE CONSTITUTION OF TULANE'S FRIENDS' GROUP

If Tulane decides to have both a constitution and by-laws, Columbia University Libraries could serve as a model. Columbia's constitution and by-laws include all the provisions listed in the chart, except for reports and privileges, which were omitted in many of the constitutions. The style and format are clear and the documents are fairly concise.

Some of the Friends' groups operate only on by-laws, which seem to allow a more flexible organization. George Washington University's by-laws are a good example. This document provides for everything except reports, privileges, and appointment of committees (other than the nominating committee).

Tulane will need to decide whether to have one or two governing boards. The trend seems to be toward two groups: a Board of Directors and an Executive Committee (this format is illustrated in George Washington University's organization).

Louisiana state law may also have some influenee on the organization of the group. This should be investigated by university attorneys before establishing a constitution or by-laws.

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MEMBERSHIP

Membership Invitations

Most invitations to membership in Friends of the Library groups consist of an explanatory leaflet and a membership card and envelope to be returned by the prospective member. Those for college and university libraries are attractively, often elegantly (Harvard), designed and printed. Most leaflets include a short statement of purpose and objectives, activities, and benefits of membership. Statement of need varies from brief appeals to explicit data on library resources and financial goals. (University of Massachusetts and Houston Public). Emphasis probably should be positive, with existing strengths as well as weaknesses in the collection and facilities described.

Benefits of membership noted are invitations to various programs, exhibits, dinner meetings, etc., and receipt of Friends' publications which may include a regular, journal-type publication, a newsletter, and volumes in a "Keepsake" series. Borrowing privileges are only occasionally offered in college and university libraries (5 out of 17). In a few cases a discount at the university press is given to Friends' members (Columbia and University of Illinois). Another inducement of a beginning group is the appellation of "Charter Member" to those who join by a certain date (George Washington University).

Some libraries use a form letter to prospective members in place of, or together with, the printed material. (Princeton).

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The application card lists the categories of membership and annual dues for each. A membership card and thank you note are the final items in the membership packet.

Membership Composition

There is considerable uniformity in the composition of Friends' memberships. In university libraries the largest single group is faculty members, followed closely by alumni. Student memberships are far fewer, being approximately a third that of the faculty. Community professional people, civic leaders and book collectors are all well represented on university Friends' groups in about equal numbers and business people are a somewhat smaller group. Both public and special libraries have a fairly even distribution of members from civic leaders, community professionals and business people and a slightly smaller group of book collectors.

From this data it would seem that Tulane could expect the composition of its Friends to be somewhat as follows: largest number of members from faculty, closely followed by alumni; book collectors, civic leaders and community professional people represented in about equal numbers and about three quarters the size of the alumni group; business people would be a slightly smaller group and student members less than a third the size of the faculty group. However, as Tulane, and especially New Orleans, have a unique social structure the Tulane Friends should fit the local environment rather than the national trend.

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Membership Size and Size of Library and Institution

The size of the membership of a Friends' group does not necessarily correspond to the size of the library itself. Table 2 shows there is a wide range of membership size in each group and the mean for small libraries is considerably larger than that of medium libraries.

Table 2 Size of Membership and Size of Library

Membership	Small libraries (under 500,000 volumes) N=8	Medium libraries (500,000 to 1 mil. volumes) N=14	Large libraries (1 mil. - 2 mil. volumes) N=17	Extra Large libraries (over 2 mil. volumes) N=17
Range	85-2400	111-800	73-2000	77-1650
Mean	588	286	620	748

However, if one special library (with a membership of 2400) included in the small libraries group is eliminated, the range would be 85-550 and the mean 329. This is still larger than the medium sized library membership mean, but more in line with a possible trend toward larger libraries having larger Friends' memberships.

When the membership size is considered in relation to the type of library, (academic, public, and special) there are more members in the Friends' groups of public libraries and particularly of special libraries than even the largest university library, as is shown in Table 3.

Table 3 Size of Membership and Type of Institution

Membership	College & small univ (under 10,000 enroll.) N=9	Medium univ. (10,000 - 20,000 enroll.) N=15	Large univ. 20,000 - 30,000 enroll.) N=5	Extra Large univ. (over 30,000 enroll.) N=4	Public Library N=16	Special Library N=5
Range	151-1400	111-650	98-1650	77-17,000	73-2000	250-2500
Mean	504	342	527	596	661	1263

College and small university libraries would have a range of 151-800 and a mean of 392, except for one outstanding group which has a membership of 1400.

It can be seen from these two tables that there is no strong relationship between size of library and Friends' membership, or size of university and Friends' membership. For example, in Table 3, one would expect about twice the average membership size for the extra large university Friends' group as would be found in the college and small university group, if the relationship between the two variables was a strong one, even accepting the 392 mean for small universities.

Table 3 perhaps suggests that Tulane, with an enrollment of approximately 8000, can expect a Friends' membership between 150 and 800, and that it should aim for a membership of at least the adjusted mean of 392.

Membership Dues

Membership dues vary considerably from one Friends' group to another, as well as within each Friends' group. Most have at least four categories of member-

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ship, although some have just one, while others have no dues structure at all. Two-thirds of the university Friends' groups have four or more categories of membership and 35% have special student memberships. Public libraries are more evenly divided between those which have four or more categories and those which have less than four, and special libraries tend to have only one category, although three have four or more. The picture is complicated further by the fact that numerous names are given to the different categories (sixteen were mentioned on the questionnaire) and several different names often refer to memberships within the same price range. Table 4 shows the 14 main categories of Friends memberships, with the range and mean of the dues in each category.

Table 4 Types of membership and dues in 63 libraries [7]

	A N=8	B N=10	C N=18	F N=5	I N=4	Inst N=5	L N=21	P N=23	R N=50	Sp N=11	St N=21	Su N=35	Sub N=4	Sup N=8
Range	$5-$100	$100-$1000	$5-$100	$10-$1000	$50-$500	$25-$1000	$50-$5000	$5-$500	$1-$25	$10-$250	$.50-$15	$10-$500	$3-$50	$3-$250
Mean	$26	$555	$32	$230	$212	$245	$1038	$237	$12	$81	$3.91	$63	$26	$67

It can be seen from Table 4 that these 14 types of memberships can be grouped into seven major categories, according to the similarity of the means. All dues are annual, except Life Membership. Some libraries allow a husband and wife to join with one subscription only.

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7. A - Associate
B - Benefactor
C - Contributing
F - Family
I - Industrial
Inst - Institutional
L - Life
P - Patron
R - Regular
Sp - Sponsor
St - Student
Su - Sustaining
Sub - Subscriber
Sup - Supporting

Category		Mean
1.	Student	$ 3.91
2.	Regular	12.00
3.	Associate) Subscriber) Contributing	26.00 32.00
4.	Sustaining Supporting Sponsor	63.00 67.00 81.00
5.	Industrial Family Patron Institution	212.00 230.00 237.00 245.00
6.	Benefactor	500.00
7.	Life	1038.00

REVENUES

Dues

Dues supply the main steady income for any Friends' group. Fund raising drives and gifts generally bring in more money, but these are spasmodic and unpredictable. Dues, although they do vary from year to year, can generally be predicted, especially after an organization has been in existence for some time. Also, the income from dues is unrestricted, except in the cases where a certain sum is taken from each subscription and put towards a Friends' publication, whereas cash gifts or memorial funds are often restricted. Dues, therefore, like tuition to a university, are a very important source of income, especially to a new Friends' group, which does not yet have endowment funds.

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Forty-three Friends' groups gave a breakdown of their dues' structure, showing how many members belong in each category, so that it was possible to work out the approximate annual income received by these groups from dues. Of course the fluctuation of membership has to be taken into account. Appendix VI shows the annual income from dues, starting with the smallest Friends' group. Life memberships which were calculated as giving an annual income of five percent, rather than as an outright contribution, are indicated with an asterisk. The letters U, P and S denote university, public or special library.

There is a marked correlation between the increase in size of membership and the increase in income from dues, as can be seen from the Appendix VI.[8] However, there are some striking deviations. For exmmple, the University of Massachusetts Friends, with 97 members, gets $4193 from dues, whereas Boston University, with a membership more than three times that size (308) gets only $4585 annually. Stanford has 120 members who bring in $7200 and Rice, with 159 members received only $2316 a year in dues. Columbia, with 425 members, receives almost the same income from dues as Cornell ($20,795), although Cornell has 235 more members. In these three examples it is worth examing the breakdown of the dues in each instance, to try and determine why one group should receive so much more income from dues than another. In table 5 life memberships were calculated as giving an annual income of five percent of the life membership dues.

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8. The Spearman Rank Order Coefficient is .75.

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Table 5 Comparison of annual dues in six university Friends' groups

Example 1

U. Massachusetts

Dues	Members	Total
$ 10	64	$ 640
25	14	350
50	6	300
100	9	900
500	4	2000
Total:	97	$4193

Boston U.

Dues	Members	Total
$ 10	96	$ 960
15	125	1875
25	53	1325
Total:	308	$4160
Life: $250 -	34	+ 425
Total Inc. Life=		$4585

Example 2

Stanford

Dues	Members	Total
$ 10	3	$ 30
25	88	2200
100	23	2300
500	5	2500
	120	$7030
1 Life: $2500		+125
Total inc. Life =		$7155

Rice

Dues	Members	Total
$ 7	63	$ 441
10	55	550
25	37	925
100	4	400
	159	$2316

Example 3

Columbia

Dues	Members	Total
$ 35	350	$12,250
75	25	1,875
100	40	4,000
250	10	2,500
	425	$20,625

Cornell

Dues	Members	Total
$ 10	347	$ 3,470
25	229	5,725
100	76	7,600
500	8	4,000
	660	$20,795

In example 1, the University of Massachusetts income is augmented by a few large subscriptions (9 - $100; 4 - $500), whereas the highest dues category for Boston University is $25.00, except for the life membership of $250.00. Just two or three $500 dues a year are a great boost to the annual income and also seem more advantageous than a life membership, which several organizations have. In example 2, the same holds true: Stanford's income is larger because of the number of $100 and $500 dues paid. Although Rice has four $100 dues its greatest number of members pay only $7.00 a year, and the next

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group pays only $10.00. A larger starting membership of possibly $10.00 or $15.00 would increase the annual income. In example 3 Columbia is larger because its dues start at $35.00, whereas Cornell begins with $10.00.

From these examples it would seem advisable that dues should not start too low, working on the assumption that most people who are willing to pay $10 will also probably pay $12 or $15 to join. A category for $250 and $500 dues are also desirable, even if only paid by very few members.

With this information in mind the following categories of dues are tentatively suggested for the Tulane Friends:

Student:	$ 5.00	Sponsor:	$ 75.00
Regular:	$15.00	Patron:	$250.00
Associate:	$35.00	Benefactor:	$500.00

Certain privileges and inducements can be extended to those who pay into the higher categories. For example, courtesy readers' cards could be given to those in the Patron and Benefactor categories; in published membership lists Benefactors and Patrons could be listed first, or noted with a special symbol. Institutions and industries should be urged to join as Patrons or Benefactors.

Other Revenues

In addition to revenues from dues, Friends' groups also receive gifts in cash, often in the form of memorial gifts, and money from special fund drives. The question concerning revenues in the questionnaire was the most unsatisfactorily answered. In reply to the question "What revenues are brought in by the Friends' organization?", it was hoped the answers would be given in terms of cash, whether from dues, gifts, or fund raising activities. Only

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thirty nine percent responded in the way hoped. Several left the question blank and the majority wrote comments such as "Dues and book sales", or "Memorial gifts", instead of giving any indication in figures. In most cases it has been possible to calculate the dues, but there is no way of knowing what the income from memorial gifts or books sales might be, unless stated. A few groups sent financial reports, and some groups (39%) did give information in terms of hard cash on the questionnaire. However, as the amount given was often only in approximate or estimated terms this discussion must be considered only as an approximation of revenues.

Gifts, in the form of memorial gifts, are a major source of Friends' groups. In many cases they form the largest source of revenue to a group, some large libraries receiving as much as $500,000 a year in memorial gifts (Harvard). Some memorial gifts are given as an outright sum to be spent immediately, others are given in the form of an endowment from which the income is used. Many memorial gifts are restricted by the donor to be spent for a certain item or type of item, mostly a rare book or manuscript. If the donor does not specify a particular type of book he usually expects a book of some kind to be bought with his gift, rather than microfilm or a serial subscription, although this is not always the case, as has been shown elsewhere in this report.

Donations of money, not given as a memorial, are also received by Friends' groups for the library. These can be restricted or not, depending on the donor's preference and the persuasion of the recipient. The problem with gifts like these is that they fluctuate from year to year, so that the income in one year may be much larger than another, because of a large gift. For example, one university group (George Washington) reported an annual income

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of around $4,000 to $5,000 for two years and then showed an income for $34,000. When investigated further it was discovered they had received one gift that year for $30,000. Gifts of this nature come when the donor is ready and not on any regular annual basis. This is one reason why the income, and the success, of a Friends' group should not be judged by its financial reports for one year, but rather on a long term basis.

Fund Drives

Another source of Friends' income, and a very lucrative one if successful, is the fund drive. Small annual fund drives, such as book sales (bringing in anything from $500 to $5,000) will be discussed in the section on activities. Large fund raising drives have been held, or are currently being held, by 17% of the libraries in the survey. Fund drives for libraries, just like fund drives for any organization or project, involve a great deal of work and organization. If it is a success, however, the funds brought in are generally the largest single source of income a Friends' group receives. The following are examples of some fund raising drives held by Friends' groups for their libraries:

New York University Library Friends raised $30,000 for a Friends' Board Room in the new library building in 1973.

The University of Houston Library Friends raised $86,767 in their 1972-73 "Fund Drive for Library Excellence" campaign.

Duke University Library Friends is presently sponsoring a drive to raise $250,000 by the end of 1975, of which $100,000 has already been given or pledged.

The University of Idaho Library Friends currently has a campaign to raise $25,000 as an endowment for Special Collections.

The University of Illinois Library Friends is just starting a fund drive for

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a Special Collections building.

The Friends of the Bancroft Library (Berkeley) has had four fund drives during the past five years for special projects in the library.

Some library fund drives are being run through the University administration, with help from the Friends. Among these are the libraries of Harvard, Stanford and Princeton.

Only two public libraries in the survey reported having had any large fund drives:

Madison Public Library Friends raised $60,000 in 1961 in special gifts for their new library building.

Detroit Public Library Friends (a very active group) is currently sponsoring $1,000,000 goal for endowment funds for an automative history collection.

Fund raising drives are far more common in university libraries, than in public or special libraries. Drives are often organized for one particular goal: an endowment fund, a new building, an extension to or renovation of an old building. The University of Houston Friends has a list of seven goals for their fund drive, all referring to the type of acquisitions the money would be spent on. (Important reference works, educational reports, monographs and periodicals in English and American literature etc.) The main purpose of their drive was to acquire materials lacking in the general library.

Table 6 is given as an indication of the total incomes of Friends' groups for the year 1972-73. It is, at best, an approximation, and it should be read with that in mind. It must also be remembered that one year cannot be taken as an example of every year, for the reasons discussed earlier. These figures were taken from 25 libraries, and they include at least two groups who had fund raising campaigns at that time. The table is given just to

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show the limits of what might be expected in the way of income for a Friends' group for a given year.

Table 6 Income from 25 libraries Friends groups, 1972-73

	Size of membership		
Income	Under 500 N=16	500-1000 N=5	over 1000 N=4
Range	$1200 - $86,767	$7000 - $28,000	$11,000 - $550,000
Mean	39,931*	20,195	175,855

*Includes two groups with fund raising campaigns. If these are eliminated the mean would be $12,747, which is probably a little closer to what a Friends group of this size could expect annually, without any special fund drives.

How the money is used

Most Friends' groups use their money in various ways. Obviously a certain amount has to go back into the organization for running expenses, such as advertising, invitations, postage, printing, etc. Also, those groups who sponsor publications spend some of their income on this. The questionnaire mentioned three possibilities for the use of income, with a blank for others: special projects, general budget, and special collections. Twenty-one percent said they spent their entire income, after running expenses, on special collections, 32% included special collections in their expenditures, and 41% mentioned special projects. The latter included almost anything, from buying equipment to building a library. Several groups mentioned putting some of their income into an endowment fund.

A few groups gave a break down of their expenses and several sent financial reports. An example of a breakdown of expenditures came from the University

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of Illinois:

Total income app. $12,275:

15% member perquisites
9% membership development
43% library materials*
33% to balance

*Used at the discretion of the library, with advice from a faculty committee.

Another group, which has more than twice as much money to spend, used its income in this way:

University of California at San Diego:

Total income (1972-73):
$31,761.00

Expenditures:
$30,736.15 = 96%

1.4%	Postage
.8%	Californiana (general)
.6%	Californiana (San Diego)
.8%	Baja
3.3%	Printing
.8%	Membership
61. %	Special Acquisitions
1.2%	Newsletter
1.8%	Book Sale
5. %	Miscellaneous
22. %	Transfer to Savings

Ending Balance:
$ 1,025.10 = 3.2%

A larger percentage is spent by UCSD on acquisitions than the U. of Illinois, and a smaller percentage on membership. The U. of Illinois kept 33% as a balance, whereas UCSD put 22% into a savings account and kept 3.2% in the balance.

For further details about income and expenditures the financial reports of SMU, George Washington U., U. of Oregon, and the U. of Mass. are recommended as being of interest and relevance to the Tulane group.

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Library Support

A large majority of libraries give administrative support to their Friends' groups (83%). In most cases this consists of a liaison officer in the library sitting on the board of the Friends. In some instances this officer is the secretary-treasurer of the group, in at least two cases he edits a Friends' publication, and in others he advises on selection of gifts. Most frequently this liaison officer is the Director of the library, but there are also several associate or assistant directors in this position and others are from the Special Collections Division. In two university libraries a member of the University Gifts Department was the liaison officer. Several libraries have two staff members acting as liaison officers, generally the Director and one other.

Most libraries give clerical help to their Friends' groups (78%) and over half give office space within the library (60%). One library reported giving one full time position to the Friends for clerical assistance, and another gave one half time position. Financial support was not at all common (only 18%) and of these several stated only partial support. Several libraries reported that they gave some financial help at the beginning to get the organization on its feet.

In university libraries 85% give some administrative assistance to their Friends, 77% give clerical help, and 54% provide office space. Eighteen percent of the university libraries give some sort of financial help. Public libraries do not vary much from the university libraries except that they tend to provide office space more than university libraries. The percentages for public libraries are a follows: administrative support - 88%; clerical support 76%; office support 65%; and financial support 12%.

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Of the four special libraries responding to this question, all give office space and clerical assistance and two give financial and administrative support.

It is quite clear that very few Friends' groups function without a great deal of support from their libraries. In most cases not only do some staff members have to be involved in the activities and running of the Friends' group, but office space and clerical help provided by the library are also very common. Financial help is unusual, except to start off a new Friends.

In the case of Tulane, it would seem appropriate that clerical help should be given and office space, too, if available. Administrative help is essential and there should be a liaison officer from the library staff. It is to be hoped that the Friends will be financially independent, after the initial stages.

Activities

The term "activities" refers to events held by the Friends, including small annual fund drives. Special large fund raising campaigns and also publications sponsored by Friends' groups are discussed in detail elsewhere in this report.

The activities of Friends' groups can be divided into two basic types: those events put on for the enjoyment of the Friends' members (receptions, dinners, exhibits, etc.) and those events sponsored by the Friends to raise money (book sales, card sales, etc.). Almost all Friends' groups have at least one meeting a year. This is generally an annual membership meeting, often a luncheon or dinner with a speaker, or less often, a reception, or just a

speaker. University Friends' groups often have an annual dinner meeting with a speaker and then two or three other meetings during the year. Programs with speakers are by far the most popular type of meeting, some university groups having two or three a year. Exhibits, with, or without, a reception are the next most frequent type of function in university Friends' groups.

Student book collecting contests were mentioned several times and awards programs for the Friend of the Year, two or three times. Library tours, open house and a concert series were also given as examples of activities. Annual fund drives were held by 27% of the university groups, these generally taking the form of a book sale, fair, or auction. Other fund raising activities run by the Friends included selling cards made from prints in the library's collection and proceeds from selling publications.

The emphasis of the activities of public libraries Friends' groups is somewhat different from those in universities. Community services such as service to shutins, or a scholarship for a student to go to library school, concerts and film shows, predominated in public libraries. A program with a speaker, occasionally combined with a luncheon, was the most popular type of annual membership meeting. Annual dinner meetings were rare, as were exhibits and receptions. However, fund raising activities were very similar to those in university groups. Some form of book sale or fair was held by 86% of public library Friends' groups.

Special libraries concentrate on receptions, exhibits and tours. None had book sales and only one mentioned fund raising.

Most university groups meet on the average of three or four times a year, although 27% meet only once and several more than four times a year:

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Boston University Friends meets seven, Harvard has weekly Sunday lectures and Rochester has monthly exhibits. But these are the exception. The general rule seems to be an annual membership meeting, often a dinner with a speaker, as well as one or two exhibits a year, with or without a reception, and possibly one other meeting, usually with a speaker. Speakers are often nationally known figures, such as Alistair Cooke (noted at least twice on programs). In addition, some kind of fund drive is usually held to raise money and often one to encourage more memberships.

Appendix VII gives a more detailed account of certain Friends' activities, as described in the Friends' literature.

Publications

In responding to the question on publications, many libraries sent examples of their journals, newsletters, exhibition catalogs, and other materials. Ten of the sixty-four respondents have no official publications sponsored by their Friends' group. Of the libraries surveyed, 15.5% of university library Friends' groups do not publish, and 20% of the public library groups do not publish. All of the special libraries surveyed have some type of publication.

The most frequent examples of Friends' publications, other than promotional literature concerning membership, discussed earlier, are journals, bulletins, and newsletters. Several Friends' groups publish more than one of these. Journals, the most scholarly type of Friends' publication, usually appear three or four times a year and generally contain articles pertaining to the collections in the library. The Princeton University Library Chronicle is a particularly fine example: in an elegant and scholarly way it is able to

transmit to any interested reader information about the collections in the Princeton Library. There are generally two or three articles written by scholars in each issue, followed by sections on new acquisitions, events in the library, and activities of Friends. The journal is sent to all Friends of the Princeton Library, as part of their membership benefits, and it may be purchased by anyone for $9.50 a year (three issues).

A bulletin or newsletter is a rather more modest publication (some Friends' groups, like the University of Rochester Friends, publish both a journal and a newsletter), generally consisting of three or four pages, written in a chatty style. In place of the more scholarly article in the journal, the newsletter or the bulletin contains short notes on such things as events of the Friends and news of recent acquisitions, as well as a list of new members and forthcoming events. A particularly attractive example is the interim newsletter entitled "Marginal Notes," by the Duke University Friends. Newsletters and bulletins, generally published monthly or bi-monthly, are sent to all members, but are usually not sold by subscription, as journals are.

Various occasional publications are also produced by Friends' groups. A descriptive brochure of the library is a good way for a Friends' group to publicize the extent of its library's collections, as the Newberry Library Friends does to great advantage in its publications An Uncommon Collection of Uncommon Collections: The Newberry Library (1972). Keepsake publications are produced by numerous groups, particularly university Friends, and they always make an attractive incentive to joining a Friends' group. Keepsakes, issued to commemorate a special event, are often elaborately printed and designed, with facsimiles or photographs of items in the library. Several groups publish an annual keepsake series.

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Exhibitions catalogs are another example of how a Friends' group can bring the gems of its library's collection to the attention of a wide circle of people. Many groups publish catalogs of exhibits of prints, books, or manuscripts, which have been held in the library. These catalogs range in size and style from glossy, elaborate catalogs, such as those of the Dallas Public Library Friends to the more modest, but nonetheless attractive, brochures of Bryn Mawr College Friends. Most catalogs contain illustrations, as well as a descriptive text. Speeches given before a Friends' group are also occasionally published as a small pamphlet, or more frequently, written up in the journal. Greeting cards or calendars, which also draw on the material from the library, make up a rather different type of publication. The University of California at Los Angeles Friends' for example, has sixteen different designs for cards which are sold to Friends and the general public.

Almost all groups publish some kind of annual report, ranging in style and format from an attractive printed booklet to a type written sheet. It is the annual reports which give the detailed accounts, both financial and social, of the Friends, as well as the major accomplishments for the year. Special acquisitions and gifts are often listed, committee reports printed, and there is also a membership list for the year. Some groups, like the Detroit Public Library Friends, publish their annual report as an issue of their occasional publication.

Publications are a very important outcome of Friends' groups. It is through them that the Friends can convey to the outside world what kind of material is stored away in the library, material which otherwise would only be known to a specialized circle of scholars and librarians. Publication focus

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attention on the library with the result that more people, becoming aware of the library's needs, interests and growth, are not only benefitting from its existence, but are also more likely to give help.

Problems

As with any organization Friends of the library groups have various problems, although these do not seem to be overwhelming. In fact 45% said they have encountered no problems at all, and of the 56% who did, several explained the problems were minor. University and public libraries showed similar percentages with and without problems (slightly more with than without), and only special libraries, always rather different, had a larger proportion without problems.

The most prevalent difficulty in university and public library groups seems to be lethargy amongst the membership. This may take the form of poor attendance at meetings, lack of volunteers to help with projects, lack of decisive leadership and initiative, and too much dependence on the library liaison officer for guidance, organization and support. This often creates a burden for the library, both for the liaison officer and for two or three members of the library staff. This particularly seems to be the case for university libraries, which made frequent comments in the questionnaire about the fact that the organization flagged without constant support from the library staff. Unless a Friends' group is lucky enough to have good leadership, it needs continuity and guidance from the library administration, as well as ideas and organization from staff members concerning activities.

Another recurrent problem is the need for a larger membership. Many groups would simply like to have more members, others want to recruit more of

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certain types of members, such as corporate members, or student members. Many groups have special membership campaigns and drives to try and overcome this problem.

A few groups mentioned having financial problems, generally meaning that it was difficult to carry out projects already planned, such as funding a publication or special event. Various conflicts were reported: between members themselves about goals of the Friends; between the Friends and the university administration; or between the Friends and the library administration. Other problems included a lack of faculty support, an organizational problem, a lack of donations, a lack of good projects, suspicions of some library staff due to a concentration on rare materials, and one unusual problem of a lack of seating space for the large attendance at meetings (Huntington).

On the whole, however, the serious problems concern lethargy in the membership, attracting members, leadership difficulties and the time consuming work put in by library staff members to keep the organization going. Nonetheless, the majority of groups seemed to feel that the Friends were worthwhile, despite various drawbacks, and it should be remembered that only a little over half of the groups surveyed admitted to having any problems at all.

Accomplishments

Accomplishments in Friends' groups are many and varied. The questionnaire suggested three: fund raising, acquisition of special collections material, and development of community support for the library. There was also a blank for other accomplishments. All libraries except three said one of

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their major achievements was acquiring items for special collections, either as gifts, or bought with Friends' money. A large majority considered fund raising to be another important accomplishment. This has been achieved in varying degrees, as already discussed in the section on fund raising. Only a little over half the libraries surveyed (53%) considered themselves to have achieved development of community support for the library. Making the community aware of the needs of the library and of its vital importance to education is possibly one of the most difficult tasks of a Friends' group. Once this is accomplished then fund raising and acquisitions of all kinds become easier, as is shown in successful Friends' groups such as Brandeis, Harvard, Princeton, Detroit Public, University of Houston, and others. One reason these libraries are given a great deal of support by their Friends' groups is because the Friends have been led to believe that supporting a library is a very important and worthwhile occupation and, in so doing, they are playing a vital part in education and the betterment of the community as a whole.

Concrete accomplishments of Friends' groups have been discussed throughout this report: acquisitions and gifts of both rare and non-rare materials; funds for building or renovating library buildings; funds for the establishment of an endowment; the purchase of equipment, especially in public libraries (copying machines, a mobile library); the development and support of a publications program; exhibits, lectures, concerts and film shows; the establishment of the library as a cultural center for a university, or other community.

Less tangible achievements are harder to assess. Benjamin E. Powell, the Librarian of the Duke University Library, expressed it in this way:

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> "(It is) difficult to assess accurately the contributions of the Friends. Ideas planted by activities of the organization may not bear fruit for years. But Friends who attend meetings and hear about the Library's needs, and those who read the publications, are better informed about the Library's needs and more likely to include it in bequests..."[9]

This statement comes from a librarian connected to a Friends' group which plans to raise $250,000 by the end of 1975 and has already raised $100,000. It seems unlikely that this fund drive could have taken place without the conviction of the Friends that to support the library in everyway possible is a very vital and important task indeed.

Conclusions

It seems clear from the evidence obtained in this study that Friends' organizations can be a considerable support to a library. The objectives of the group will, of course, determine what the accomplishments are. The success of the group will be dependent, to a large extent, on the efforts and the support of the library staff, especially the liaison officer. Some support from the faculty, staff, and the university administration will also be needed. The whole community, including the university community, will not only have to be made aware of the library's needs, but it will have to be persuaded that supporting the library with money, gifts and hard work, is rewarding and important. This will take a great deal of work and it will certainly not happen over night. To begin with, the effort will be one-sided: the library and a few dedicated supporters will have to put in a good deal of work before any returns come in from the Friends' groups. Once support starts to come, in various forms, it is to be hoped that one success will lead to another.

9. Questionnaire on the Friends of the Library, 1974